

State of Illinois
JB Pritzker, Governor

Illinois Arts Council Agency
Nora Daley, Board Chair
Joshua Davis-Ruperto, Executive Director

Illinois State Board of Education
Dr. Tony Sanders, State Superintendent
of Education

Arts and Foreign Language Education Program Planning Assistance Grant

Request for Proposals (RFP)
Guidelines for Fiscal Year 2024

Deadline: December 5, 2023

*building a strong, creative and
connected Illinois through the arts*



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Table of Contents

- Link [Arts and Foreign Language webpage](#)
- Link [About the Illinois Arts Council Agency](#)
- Link [Policies and Priorities](#)
- Link [IACA Online Grant System](#)
- Link [Illinois Learning Standards for World Languages](#)
- Link [Illinois Arts Learning Standards](#)

- 4 What's New and Different This Year
- 5 Arts and Foreign Language Planning Assistance Grant
- 9 Process, Notification, and Compliance
- 11 Application Overview
- 14 Application Attachments

Illinois Arts Council Agency Contacts

For specific information on this grant, contact the appropriate program staff:

Jerome Grand

Program Director

Phone: +1 (312) 814-6766

Email: Jerome.Grand@illinois.gov

Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency's ADA/504 Access Coordinator:

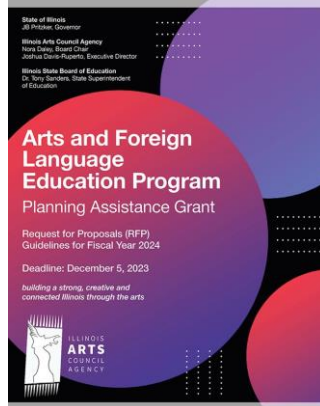
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Cover artwork by Margaret Gonzalez



What's New and Different This Year ^{NEW}

The Illinois Arts Council Agency's (IACA) has made several changes to this grant program for Fiscal Year 2024 (FY24). Please read the guidelines carefully to learn the full details, but here is a summary of what to watch for.

Updated Guidelines

Please note that nearly all sections of the guidelines have been updated. We ask you to please read through carefully for all details.

Webinar & Drop-in Sessions

We have several opportunities for you to connect with IACA Programs staff for questions on the Arts and Foreign Language Education Grant (AFL).

There will be an online Webinar about the RFP designed to provide technical assistance to applicants. During the webinar, we will discuss best practices and how to use the agency's online Salesforce grant platform. The webinar will be recorded, posted to the agency's website, and be available for download.

AFL Application Webinar, pre-registration is required:

- Wednesday, October 25, 2023, 1:00 PM
- [Click Here to Register](#)

Drop-in sessions are one-hour sessions that have no agenda. Participants may ask questions of the participating Programs staff and get answers in real time. Pre-registration is not available.

To join click on the link at the meeting time:

- **Drop-In:** Friday, November 17, 2023, 1:00 PM
- [Click Here to Join](#)

Arts and Foreign Language Education Program: Planning Assistance Grant

The Arts and Foreign Language Education Grant (AFL) is a joint initiative through Illinois Arts Council Agency (IACA) and the [Illinois State Board of Education \(ISBE\)](#). Its purpose is to support arts and foreign language education in schools, with an emphasis on ensuring that these areas become part of the school's core curriculum. There are **two components** to the AFL program. Currently only the Planning Assistance Grant opportunity is open.

Planning Assistance Grant (current RFP)

The one-year planning grant is to develop district-based plans for initiating, strengthening, or expanding instruction in the arts or foreign language.

- 1 year, up to \$40,000 grant

Implementation Grant (RFP not available this fiscal year)

Upon successful completion of a Planning Grant, an organization may apply for a three-year Implementation Grant intended to introduce, strengthen, or expand instruction in the arts or foreign language.

- Year 1: up to \$100,000 grant (with a 25% match)
- Year 2: up to \$75,000 grant (with a 50% match)
- Year 3: up to \$50,000 grant (with a 100% match)

Eligible Applicants

School districts, public university laboratory schools approved by ISBE, charter schools, and area vocational centers are eligible to apply.

No grantee may receive more than one planning grant for the arts and one for foreign language under this grant program. No grantee, other than a grantee located in a city with over 500,000 inhabitants, shall receive a second planning grant until the implementation phase has been completed with respect to the initiative to which the original planning grant related (or until at least three years have elapsed since completion of the original planning grant in the case of an applicant that did not secure implementation funding).

It is recommended to verify eligibility with Program Director, Jerome Grand, Jerome.Grand@illinois.gov.

Grant Goal

Planning grant funds are for the purpose of developing specific plans for initiating, strengthening, or expanding instruction in the arts or in foreign language. The goal of each Planning Grant is to assist with measuring the effectiveness of the existing arts education or foreign language program, identifying areas for improvement, and establishing a realistic timeline and budget for improving arts education or foreign language instruction. As part of the planning process, grant applicants must identify the necessary components of an instructional program to be added or enhanced and the human, financial, and other resources that will be necessary in order to incorporate components into the affected schools' curriculum and sustain them when State funding is no longer available. Should the successful applicants go on to apply for a future Implementation Grant, the details learned in the planning process will inform a future proposal.

Program Specifications

Eligible applicants should consider the steps necessary to implement innovative, curriculum-based arts education or foreign language programs that are presented in a sequential and developmentally appropriate manner, add higher-level learning opportunities, and are aligned with the Illinois Learning Standards and other district learning goals. Foreign language instruction focuses on the acquisition of another language beyond English. The arts include visual arts, music, theatre, media arts, and dance.

Each applicant must propose a comprehensive, district-based planning process relating either to the arts or foreign language. The planning process must include not only school administrators, teachers, and other relevant staff members, but also parents and community-based organizations with an interest in fostering the availability of arts or foreign language programming. In the case of proposals for high school programs, students should be included in the planning process.

As an example, the proposed planning process may include the following steps:

1. Information gathering
 - A. Determine the current status of the program. This phase could include but is not limited to curriculum, instruction, assessment, personnel, funding, other resources and facilities.
 - B. Conduct research about best practices, available resources, model programs, etc.
2. Information analysis
 - A. Identify strengths and weaknesses of the current program based on the analysis conducted in Step 1A.
 - B. Develop strategies to enhance the areas that need improvement.
3. Action plan development
 - A. Write goals and objectives from the development of strategies conducted in Step 2B.
 - B. Create an action plan to meet the objectives. The plan should include goals and objectives, implementation tasks, timeline, responsible personnel, needed resources, estimated cost, and sources of funding. The plan should reflect how the grantee intends to allocate local resources and secure other external support in order to meet those needs in a program that can be sustained over time.

Budget Considerations

Eligible applicants may not request funding for special one-time projects, before-or after-school programs, extra-curricular or summer programs, or for outside organizations or individuals to provide programming. Administrative costs must not exceed five percent (5%) of the total grant amount requested and must relate directly to the grant program.

Allowable Expenditures

Funds made available under the AFL Planning Assistance Grant must relate directly to the planning activities to be conducted and **may be** used for:

- Evaluating and aligning curricula with state standards;
- Hiring substitute teachers to allow the planning team to meet during the school day;
- Providing stipends to allow the planning team to meet outside the work day;
- Providing funds to hold district-wide meetings to facilitate articulation from elementary to secondary programs;

- Hiring planning facilitators;
- Hiring a consultant to help with the full planning process of facilitation, evaluation, and planning
- Purchasing supplies and materials related to the planning process;
- Supporting travel related to the planning process; and
- Paying for space rental for planning activities.

Non-Allowable Expenditures

Funds made available under the AFL Planning Assistance Grant **may not** be used for the following purposes:

- Incidental or short-term projects;
- Extra-curricular programs, before- or after-school programs, or summer programs;
- Technology for student use;
- Software (except where it directly relates to curriculum development by staff);
- Capital improvements (e.g., building modifications);
- Capital outlay for classrooms (e.g., materials, supplies, textbooks, classroom-based software packages);
- Staff salary to work with students;
- Administrative costs of more than 5 percent;
- Outside organizations or individuals to provide programming;
- International travel;

Many of the items listed above that are not allowable under the Planning Grant will be addressed in the Implementation phase of the grant program, and funds may be available for some of these expenditures.

Key Financial Management Requirements

- Maintain proper stewardship of taxpayer dollars
- Maintain effective internal controls and fund accountability procedures
- Expend funds only on activities consistent with the approved application, and only during the approved project period

Making the Project Accessible to All

According to state and federal law, every organization receiving public funding must ensure that it is in a position to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Thinking about accessibility issues, e.g., sign language interpreters, audio recordings of printed materials, audio-description describers or large-print labeling, in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate in the programs. For further information and resources see the [ADA Compliance](#) page on the IACA website.

Deadline

The FY24 AFLP deadline is December 5, 2023. The application must be successfully submitted by 11:59 PM CST to [IACA's online grant system](#). No late proposals will be accepted. Substantially incomplete proposals will not be considered for funding.

Grant Period

The grant period will begin no sooner than March 15, 2024, and will extend from the execution date of the grant until November 15, 2024.

Grant Award

Annual grant awards will not exceed \$40,000 depending on programmatic needs, size of district, and level of planning to take place. Total amount of funding available for planning grants in FY 2024 is anticipated to be \$440,000.

Process, Notification, and Compliance

Review Process

Proposals will be reviewed according to the criteria listed. The maximum number of points a proposal may earn is 100. It is the intention of IACA and ISBE to fund as many programs as possible that show substantive and sustaining interest in supporting arts or foreign language instruction.

An evaluation committee of experts familiar with arts or foreign language programming will evaluate proposals. IACA and the ISBE reserve the right to negotiate budget amounts and program activities based on readers' comments and staff review and to award grants on the basis of fair and equitable distribution of programs throughout the state.

Notification

All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. Applicants approved for funding will receive, via email, a link to the grant agreement and associated paperwork (*see Grant Acceptance section below*) along with instructions regarding requirements to accept and claim the grant. Once all documents have been returned via the IACA online grant system and all requirements met, the grant will be processed and the payment voucher will be sent to the office of the State Comptroller. **The process of issuing payments can take up to six months once the payment voucher has been received by the State Comptroller.**

Compliance

Grant Acceptance

For awards to be processed all grant acceptance paperwork must be submitted to the IACA grants office. This paperwork should be submitted via the IACA online grant system and include:

- Grant agreement signed and dated by the authorizing official.
- Legal Status Disclosure Certificate (LSDC) signed and dated by the authorizing official.
- Organizations that receive an IACA award are required to notify by letter their state representative, state senator, and the Office of the Governor of the grant amount and the project or program it helps support. Prior to mailing the letters to the legislators, make copies of the letters to include with your grant acceptance materials.

Final Report

Grant awards \$25,000 and higher will require quarterly reports. In addition to quarterly reports, grant recipients are required to complete and submit a final report no later than 30 days after the end date of the grant, as stated on the grant agreement. The Final Report will report on the activities that took place during the grant period specified in the Grant Agreement. The report will require an action plan that identifies programmatic goals and objectives developed through this planning process, along with the grantee's approach to allocating resources and sustaining the program over time.

Crediting Requirements

Grant recipients must credit the IACA in all promotional material and public notices in the following manner:

This program is partially supported by a grant from the Illinois Arts Council Agency.



For further information regarding usage of the logo and to download a copy, go to the [logo page](#) of the IACA website.

Appeals

An appeal of the IACA's decision must be made in writing within 30 calendar days of the date of the notification letter. Appeals are limited to situations in which incorrect information has been used in the panel process, procedural faults have occurred, or new information not available at the time of the panel meeting which, in the opinion of the panel chair, could significantly influence the recommendation is now available. Appeals should be made within the [IACA online grant system](#) and be addressed to the IACA Executive Director.

Application Overview

IACA utilizes an [online grant system](#) to accept applications. The online application consists of form field components and the uploading of required documents. Each component must be completed and submitted in the required format by the deadline. For complete instructions go to the [Using Salesforce](#) section of the IACA website.

There is also a [user manual for the new online platform](#) on our website to help guide the application process. Please review this carefully and use as a reference.

How to Apply

- Prepare all required attachments and save them as PDFs
- Log into [IACA online grant system](#)
- Complete the electronic application in the IACA online grant system
- Upload all attachments required to the electronic application
- Successfully submit the electronic application to IACA online grant system by the deadline

Application Components

1. Applicant Information

Under this tab please create or update the entity applying for the grant. **For the AFLP grant this must be an organization.** This tab requires the following information:

- Organization Name and General Contact Information
- Contacts for Authorizing Official (**the Superintendent for school districts**), Executive Director, Board President, and Accessibility Coordinator
- DUNS number, FEIN number, Fiscal Year Start Date (use format (MM/DD), and Fiscal Year Based On (select Starting Month or Ending Month)

Please note this information may be updated at any time. Please keep this information current to ensure communications from IACA reach the appropriate staff or board members.

2. Grant Programs Selection

Under the Grant Programs tab select the AFL Planning - 2022 Grant. The system will prompt the selection of the applicant organization to move forward. On this main section please also provide:

- Region, County, District, Type Code
- Program Contact Name and contact information
- Notifications Official Name and contact information
- Type of District
- Program Type (Arts or Foreign Language)
- Requested Amount
- Grade levels to be served
- Number of students to be served

Please note that after an application is started it will appear on the home screen in the online grant system. Within the grant application the requirements/sections will be listed along the left-side of the screen.

3. Supporting Documents

All listed attachments are required. The attachments to be uploaded are:

- Attachment 1: Narrative (Form)
- Attachment 2: Objectives and Activities (Form)
- Attachment 3: Budget (Form)
- Attachment 4: Proof of not-for-profit status

All attachments must be uploaded as PDFs and Attachments 1-3 have corresponding PDF forms that are available on the [IACA AFL webpage](#). Failure to meet this requirement will make the application ineligible.

4. Submit / Certification

Please note this is a two-step process to both certify and submit your application. Once the application is complete click the Submit Button in the lower left-hand corner. A pop-up will require certification of eligibility and application content. After certification there is a submit button which must be clicked to complete the application in the [IACA online grant system](#). The application will not be successfully submitted until the second submit button is clicked.

Evaluation Criteria

Selection criteria and point values are as follows:

1) Quality of the Plan (40 points)

- A) The proposal demonstrates that the planning team includes individuals with knowledge of the curricular field, individuals with decision-making authority in the district, and individuals who can help make relevant community-based resources available to the district as an integral part of the program that will subsequently be implemented.
- B) The proposal indicates a role for parents' and students' preferences in the determination of the program to be implemented.
- C) The plan of work for the planning project is based on a timeframe that is reasonable when implementation of the instructional program in the subsequent year is taken into consideration.
- D) The proposal acknowledges the central role of qualified staff in the relevant curricular area and includes strategies for determining how these positions will be staffed.

2) Sustainability (30 points)

The proposal identifies a plan for allocating district resources as well as securing additional resources from local organizations, businesses, and governmental agencies that will be useful to the grantee in sustaining a new or enhanced fine arts or foreign language program in the future.

3) Need (20 points)

The proposal demonstrates that the district is currently unable to offer the desired instructional program or the desired quality of instruction in the fine arts or foreign language due to issues related to finance, staffing, curricular expertise, or facilities.

4) Cost-Effectiveness (10 points)

The proposed budget is reasonable based on the scope of the planning work to be conducted and the number of individuals to be involved.

Application Attachments

The application utilizes the format outlined below. Please use the following as a checklist in assembling your completed proposal. Substantially incomplete proposals will not be considered for funding.

Attachments 1-3 must be submitted using the PDF forms provided on the IACA [AFL webpage](#). It is recommended to use [Adobe Acrobat Reader](#) (free software) to complete the PDF forms.

Attachment 1: Narrative

Use the [Attachment 1 form](#) to respond to the following in the order in which they are presented on the proposal form. Duplicate pages as needed.

A. Proposal Abstract: Briefly describe the ways in which the school district intends to utilize grant monies by providing overall objectives and activities of the project. 300 words or less, not to exceed one page.

B. Need: Indicate the needs to be met or problems to be addressed by the proposed planning process. This description should at least include:

- How the need was determined;
- Information about the arts or foreign language program currently offered, as applicable;
- The percentage of students participating;
- Staffing considerations;
- Equitable access to the programs among the applicant's schools and students; and
- Availability of community resources or support to assist in planning the proposed program.

C. Proposed Planning Process: Indicate who will participate in the comprehensive, district-based planning process, why they were chosen to participate, and the responsibilities they will have during the process. Participants must represent each category identified in the Program Specifications section.

D. Proposed Program: Describe the implementation program to include:

- The specific areas of instruction to be offered (e.g., visual arts, vocal music, French);
- The grade levels to be targeted;
- The number of schools to be involved;
- The steps to be taken to ensure that the program will be aligned to the applicable Illinois Learning Standards; and
- How the proposed program will address the needs described under item (B) above.

E. Sustainability: Describe how local resources (e.g., monetary, material, human) will be used or redeployed to ensure that the arts or foreign language program is implemented after the planning grant ends. Describe the commitment of the district and building administrators to long-term implementation of the program. Include any community resources that will be made available for program implementation and ongoing support.

Attachment 2: Objectives and Activities

Use the [Attachment 2 form](#) to respond to the following. Duplicate pages as needed.

List the objectives and activities of the proposed project in a time-specific format. All objectives must include an explanation of the activity, a timeline for said activity (i.e., start and completion dates) and person(s) responsible.

Attachment 3: Budget

Use the [Attachment 3 form](#) to respond to the following.

A. Budget Summary

Information must be submitted on the form provided. Obligations of fund must occur during the grant period. Refer to the [State and Federal Grant Administration Policy and Fiscal Requirements and Procedures](#).

B. Budget Summary Breakdown

Information must be submitted on the form provided. Must include descriptions of the anticipated expenditures as related to the planning objectives and activities, correlated to the line items set forth on the Budget Summary (Attachment 3A).

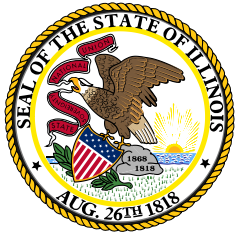
Attachment 4: Proof of Not-for-Profit Status

School districts: submit a letter claiming exemption from the Illinois not-for-profit requirement as school districts are not required to be incorporated in Illinois. This letter must be signed by the Superintendent on the district's letterhead.

Other applicants: Submit a copy of proof of Illinois Not-for-Profit Eligibility. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.

For general information contact:

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Email: iac.info@illinois.gov
Web site: www.arts.illinois.gov



Visit the [Illinois Arts Council Board Members](#) page on Appointments.Illinois.Gov for a complete list of current board members.



The IACA acknowledges continuous support from the National Endowment for the Arts.

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