

Application Guidelines – Vendor for *Arts and Culture Access Funding*

What programs are eligible: Arts education programs for Pre-K-12 that are designed for a school class or assembly, whether the program occurs at a school, another venue (field trip) or in a distance learning capacity. Programs may also be able to travel to libraries, community centers, etc.

Who is eligible:

- Organizations:
 - Nonprofit 501(c)3 in good standing with the Florida Division of Corporations and the IRS
 - In good standing with any United Arts grant reporting
 - Primary arts/cultural mission
 - Based in Lake, Orange, Osceola or Seminole Counties
 - Completed one or more years of operation
- Individual teaching artists that have gone through an approved certification program
- Exceptions may be made if an organization offers a unique, quality cultural product that no regional nonprofit offers

How to submit: Click “CREATE AN ACCOUNT” in the upper right corner. (This will be a different account than your organization’s login for OrlandoAtPlay.com.) Click the education tab; enter information about your organization (“Educator”). Click “submit new program” to enter information about your program and repeat as necessary for each program.

In all cases, final eligibility decisions are made by United Arts staff and all listings are subject to approval by United Arts.

Applications for this program will be accepted each summer via United Arts’ [online grants portal](#). You must enter your programs on UAArtsEd.com in advance of applying. All organizations that have programs posted on UAArtsEd.com will be notified of the funding opportunity. Program changes mid-year on UAArtsEd.com may not apply to funded programs for that school year.

The average discount for funded programs is 15%. Include the regular price on UAArtsEd.com, and the discount will be specified in the United Arts application.

Note: All program submissions need to be reviewed and edited, as needed, by our staff. Please allow 2-3 business days for your program to post.

Important Dates

- **5pm Mon June 15, 2020:**
 - For returning vendors, deadline for major program changes for next school year on your UAArtsEd.com pages, plus the [online vendor application](#).
 - For new applicants, applications are accepted year-round. However, most funding is allocated in the summer, so applying by June 15 is recommended.)
- **5pm Mon Aug 3, 2020:** deadline for updated lesson plans and Lunsford Forms.

No services should occur before approval of [Lunsford Forms](#), which list the staff/volunteers who will interact with students.

SUBMISSION GUIDELINES:

- **Programs:**
 - Programs must be available in one or more of the four service counties of United Arts of Central Florida (Lake, Orange, Osceola and Seminole). If programs are restricted to a geographic area, the listing must specify.
 - Programs must occur during the school day. We recommend this for non-funded activities as well since all schools charge an automatic rental fee for after-school productions.
- **Background Check:**
 - Some school systems require all individuals entering a school to be fingerprinted/background checked; some have exceptions for assembly performers that are always escorted by teachers. Know the rules and be prepared.
 - For example: Orange County Public Schools requires in-school presenters to **submit an ADDitions application** (step one) and then select the school where the program will occur (step two, using the Search Opportunities tab at the top of the screen), at least a few days before the event occurs.
 - Postings on **UAArtsEd.com** will also require a **Lunsford Act Compliance Form**, containing a list of full names of all staff, artists and volunteers who interact with children, which must be checked against the online sexual predator database, and must be updated throughout the year.
- **Insurance Requirements:**
 - All posting organizations must have \$1M commercial general liability insurance (United Arts of Central Florida must be additionally insured), \$1M auto liability insurance, Worker's Compensation (if required by law), and Employee Dishonesty (\$10K, or \$50K for organizations with total revenue over \$900K). United Arts of Central Florida must also be certificate holder.
 - All organizations, including those that are not current grantees of United Arts must keep insurance certificates up to date and provide any updates to United Arts staff
- **Lesson Plans:**
 - Suggested length is 3 pages or less, for an hour-long lesson. It is also great to provide three 10-minute activities that teachers can use to prepare students the week before.
 - All programs must include pre- and/or post- lesson plans so that teachers can prepare the students for the experience and help them reflect afterwards.
 - Any programs serving a wide range of grades must explain how they will differentiate instruction for different grade levels.

- All lesson plans must be based on current standards (Florida Standards for ELA/Math; Next Generation Sunshine State Standards for other content areas).
- New lesson plans must be submitted via online reporting forms or sent to Matthew@UnitedArts.cc at least two weeks in advance of the first event using the lesson plans.
- Recommendations:
 - Consider hiring local teacher(s) to write or review your lesson plans.
 - Consult school system websites (often under “Curriculum”) for current vocabulary and concepts. Bloom’s Revised Taxonomy, Feldman’s Model of Criticism, Big Ideas in the Arts (replacing 21st Century Skills), and Webb’s Depth of Knowledge are a few examples. OCPS also posts the Order of Instruction, which summarizes what will be covered in each 9 weeks.
- **Images:** A single image may be uploaded along with your event listing. Images must be high resolution in the .JPG format ONLY and sized between 800-1000 pixels. Depending on the size of your image and connection speed to the Internet, the upload process may take up to several minutes - please be patient. Once received, your image will be formatted for display.
- **Video:** Our event submission form accepts video "embed" code and URL links as provided by websites like YouTube.com and Vimeo.com.
- **Scheduling:**
 - No charter schools, private schools, or pre-K classes are eligible. Assemblies that serve Pre-K must include other grades to be funded.
 - Start reservations early – in the previous spring if possible. If you start reservations before funding notification, let teachers know it is “contingent on funding.”
 - Reach out to the school systems, arts specialists and teachers that you have relationships with to promote your programs and the funding opportunities while they are available.
 - It is each education provider’s responsibility to contact teachers and arrange all program details. But if you encounter persistent problems, let us know as soon as possible so we can help. If you do not expect to be able to use all your allocated funding for the school year, notify United Arts by or before March 1, so funding can be moved to another group.
 - Refer to calendars on school system websites (including Take Me to the Show button on OCPS’s home page), and statewide testing calendars. Much of Jan-Apr is blacked out for test prep, and in late May buses may be grounded. Try to leave yourself a make-up period in

May, in case some schools cancel. For Orange County Public Schools, focus on middle and high school grades in the fall wherever possible; grades 2-5 are busy with the Young People's Concerts and Intro to Ballet (dates vary Sept-Nov).

- Forward your brochure to Scott.Evans@ocps.net for sending to Orange County Public Schools.
- Send lesson plans in TWO emails (immediately after booking, and the week before the event) to THREE contacts (Curriculum Resource Teacher, arts specialist, and classroom teacher).
- **Acknowledgement:**
 - In communications with teachers (such as letters, emails, lesson plans and brochures), include the statement "This program is supported in part by United Arts of Central Florida. Through Arts and Culture Access Funding, children attend field trips and in-school programs that connect to their class curriculum. Learn more or view lesson plans at www.UAArtsEd.com." See your award letter for additional recognition requirements.
- **Invoicing**
 - [The United Arts Invoice Form \(Excel\)](#) should include 1-2 full calendar months of activities and is due via the [United Arts' online grants portal](#) by the 15th of the following month. No invoices are accepted past June 15. Invoices must be accompanied by teacher evaluation forms (one per school per day, for at least 75% of schools served) and any updates of volunteers or staff.
- **Notices:**
 - **UAArtsEd.com** reserve the right to edit or remove graphic images, change the program category, and edit text submissions for grammar, style, and accuracy.
 - The organization or individual submitting a program is responsible for the accuracy of the entry and is fully responsible for alerting **UAArtsEd.com** regarding any updates and/or changes to the program as soon as possible.
 - **UAArtsEd.com** reserves the right to use any photography posted on the site for promotional and publicity purposes and assumes that proper photo release information was gathered from the organization/venue prior to the image being posted.

Contact for more information:

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