



APPLICATION FOR PARTICIPATION

Fine Arts Initiative Grant (FY23)

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

October 31, 2022
No later than 5:00 p.m. EST

**MARYLAND STATE
DEPARTMENT OF EDUCATION**

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TABLE OF CONTENTS

Cover Page	4
Project Abstract	5
Project Narrative	10
Key Personnel	19
Budget and Budget Narrative	20
Appendix	25

Submission Instructions

Complete this application electronically by typing directly into the fillable fields and charts. Do not alter or remove sections. When finished, save the application document as a pdf to your computer and obtain appropriate signatures. Be sure to include the required attachments.

Required application components for the FY23 Fine Arts Initiative Program include:

1. Completion of the Grant Application Form (Microsoft Word document, saved to pdf), and
2. Submission of Required Attachments and Supporting Documentation (#1 – #3).

Email to Susan Spinnato at susan.spinnato@maryland.gov
Maryland State Department of Education

The Fine Arts Initiatives Program Application is due by 5:00 p.m. on October 31, 2022.

Cover Page

Name of applicant: Prince George’s County Public Schools

Mailing Address: Sasscer Administration Building, 14201 School Lane, Upper Marlboro, MD 20772

Amount of request for grant period (July 1, 2022 – June 30, 2023): \$ 70,367.00

Federal Employer ID number: 1526000992

UEI (Unique Entity Identifier) number: RUYNQWXA7MQ3

Expiration date: June 30, 2023.

Please see Attachment A: FY23 Formula-based Funding Amounts for Fine Arts Grants to LEAs.

Project Director Name: Anita B. Lambert	Title: Coordinating Supervisor
Email: anita.lambert@pgcps.org	Phone: 301-808-8317
Financial Contact Name: Michael Herbstman	Title: Chief Financial Officer
Email: Michael.Herbstman@pgcps.org	Phone: 301-952-6099
Grants Office Contact Name: Vanessa Weatherington	Title: Director, Strategic Planning and Resource Management
Email: vweatherington@pgcps.org	Phone: 301- 952-6361

Dr. Monica Goldson

Head of Agency Printed Name

Chief Executive Officer

Title



11/9/2022

Head of Agency Signature

Date

Project Abstract

Summarize the fine arts initiative project.

The main goal of the PGCPs Fine Arts Program is for all students to participate in fine arts programs that enable them to meet the content and achievement standards established by the State of Maryland. To assist local school systems to achieve this end, Maryland provides its local school systems with a Fine Arts Grant. The fine arts initiative grant will be used to provide in-person performance assessments, professional development for curriculum, pedagogy, and culturally responsive teaching. The grant will also fund leadership professional development for best practices, membership in professional organizations, and material resources for students and teachers.

Reporting Requirement: School Year 2022-2023 Annual Implementation Goals

As stated in COMAR 13A.01.16, Section .03 Certification Procedures, “each local school system shall report annually their goals, objectives, and strategies regarding the implementation of fine arts instructional programming and methods for measuring progress.” Complete the charts below outlining the 2022-2023 goals of the local school system **using all funding sources** to meet the requirements outlined in COMAR 13A.04.16, Programs in Fine Arts for dance, media arts, music, theater, and visual art by 2024.

DANCE
<p>2022-2023 Goal</p> <p>By June 30, 2023, there will be an increase of 5% in direct instructional support to all fine arts teachers from 461 (FY 2022) to 484 (FY 2023).</p>
<p>Objectives</p> <ul style="list-style-type: none"> ▪ Provide professional development for Dance Office Staff in order to share new and innovative instructional techniques with teachers. ▪ Provide appropriate dance attire for students with low or limited ability to purchase ▪ Attend conferences/workshops that support new and innovative instructional strategies that align with culturally responsive teaching, technology and dance and social emotional support/learning for teachers and students.
<p>Strategies</p> <ul style="list-style-type: none"> ▪ Provide full day workshop pay for each PGCPs Dance Educator that attends and has student participation in the systemic Dance Showcase events. ▪ Create a Dance Uniform Survey for all teachers to complete and identify students that do not have the appropriate dance uniform. Once identified, the PGCPs Dance Office will purchase and provide a uniform to each student in need. ▪ Attend the Maryland Dance Education Conference and report new information that is being implemented in Dance education to PGCPs Dance educators in a workshop. ▪ Maintain professional dance organizational memberships (National Dance Education Association,

DANCE
International Association of Blacks in Dance and NEW Dance Teacher+ Subscription)
<p>Methods for measuring progress</p> <ul style="list-style-type: none"> ▪ Attendance/Sign-In Sheets (teacher and student reflection survey after the events) ▪ Google Survey with specific dance attire items for daily dance instruction (driven by student need) ▪ Informal observations and teacher input from new instructional practices/learning added to dance curriculum documents (two informal teacher observations per week) ▪ Completion of conference webinar and workshop document outlining what was learned what is appropriate for use in Prince George's County Public Schools and what resources are needed for teachers and students (Monthly Monday Meetings)

**Add more rows if necessary*

MEDIA ARTS
<p>2022-2023 Goal</p> <p>By June 30, 2023, there will be an increase of 5% in direct instructional support to all fine arts teachers from 461 (FY 2022) to 484 (FY 2023).</p>
<p>Objectives</p> <ul style="list-style-type: none"> ▪ To provide funding for professional development with digital tools that are essential to media arts curriculum ▪ To provide materials of instruction that will be used to teach media arts curriculum ▪ To provide local and non-local funding for staff to attend professional development in the field of media arts and arts leadership
<p>Strategies</p> <ul style="list-style-type: none"> ▪ Survey teachers to determine status of media arts equipment ▪ Provide materials necessary for media arts instruction ▪ Provide professional development in podcasting, sound development, and filmmaking to improve media arts instruction ▪ Attend conferences workshops and webinars that support instructional leadership and media arts instruction for media arts central office staff ▪ Review teacher surveys regarding professional development needs and collaborate with media arts staff to determine which national and state-level conferences will provide the best state of the art instructional tools and resources
<p>Methods for measuring progress</p> <ul style="list-style-type: none"> ▪ An Excel spreadsheet will outline which schools have the greatest need for equipment, which schools have received equipment, and which schools are using equipment in instruction ▪ Complete Division form documenting informal observations of teachers who have attended professional

MEDIA ARTS
<p>development</p> <ul style="list-style-type: none"> ▪ Complete Division form documenting informal observations of new and non-tenured media arts teacher ▪ Completion of conference webinar and workshop document outlining what was learned what is appropriate for use in Prince George's County Public Schools and what resources are needed for teachers and students

INSTRUMENTAL MUSIC
<p>2022-2023 Goal</p> <p>By June 30, 2023, there will be an increase of 5% in direct instructional support to all fine arts teachers from 461 (FY 2022) to 484 (FY 2023).</p>
<p>Objectives</p> <ul style="list-style-type: none"> ▪ To develop a workable process to rid the district of unusable and unsafe school owned student instruments as newer instruments are purchased with ESSER funding. ▪ To ensure that students with socio economic difficulties have the required accessories and supplies needed to support healthy and correct instrument pedagogy and instruction.
<p>Strategies</p> <ul style="list-style-type: none"> ▪ Identified instruments are inspected for physical condition and playability, categorized and prepared for removal from Instrumental Music inventory per PGCPs Guidelines. ▪ Instrument care/cleaning kits will be purchased with supplies and materials for students with socio economic needs.
<p>Methods for measuring progress</p> <ul style="list-style-type: none"> ▪ Inventory audit information is loaded to the database ▪ Instrument care/cleaning kits will be purchased for students with socio economic needs ▪ Provide teachers with workshop pay to complete nventory audit, preparation, and collection.

THEATRE
<p>2022-2023 Goal</p> <p>By June 30, 2023, there will be an increase of 5% in direct instructional support to all fine arts teachers from 461 (FY 2022) to 484 (FY 2023).</p>
<p>Objectives:</p> <ul style="list-style-type: none"> ▪ PGCPs students will have opportunities to showcase their theatrical skills ▪ Provide theatre teachers opportunities to increase their knowledge and instructional ability ▪ Provide theatre students opportunities to learn skills as advocates for theatre education.

THEATRE

Strategies:

- Use student roundtable to give voice to advocacy for culturally relevant theatre education.
- Plan and execute student adjudications
- Use experienced theatre professionals as adjudicators and workshop clinicians.

Methods for measuring progress:

- Theatre Festival schedule of events (including workshops, presenters, and attendees)
- Diverse representation on Student Panel and responses to questions
- Student and teacher survey
- Debriefing session with teachers

VISUAL ARTS

2022-2023

Goal 1: By June 30, 2023, there will be an increase of 5% in direct instructional support to all fine arts teachers from 461 (FY 2022) to 484 (FY 2023).

Goal 2: By June 30, 2022, the visual art office will update the curriculum for one grade level band to include SEL, Culturally Responsive Teaching, and Technology Integration instruction. 2022-2023 Goal 2: to revise High School Art 1, Middle School Art 6, and High School Crafts 1 and 2 curriculum documents.

Objective: T

- To successfully complete three countywide art exhibits for the North, Central, and South ends of the county.
- To create and upload curriculum documents for High School Art 1, Middle School Art 6, and High School Crafts 1 and 2 that will reference culturally relevant teaching practices in visual art.

Strategy 1: To hire staff necessary for successful art showcases

Strategy 2: To hire staff to complete 4 different curriculum documents.

Methods for measuring progress

- Interview and onboard appropriate staff
- Ordering materials
- Create a setup and take doe
- Create a set up and take down of exhibits
- Create a curriculum Outline, Table of Contents and writing schedule

VOCAL GENERAL MUSIC

2022-2023 Goal

By June 30, 2023, there will be an increase of 5% in direct instructional support to all fine arts teachers from 461 (FY 2022) to 484 (FY 2023).

VOCAL GENERAL MUSIC
To update and align newly approved textbooks for Guitar and Piano Theory courses.
<p>Objectives:</p> <p>To re-launch in-person county-wide Honor events</p> <p>To conduct performance assessments</p> <p>To support vocal and general music content through professional development, purchasing supplies and repair/tune equipment, conducting performance assessments, curriculum development and providing enrichment activities.</p>
<p>Strategies:</p> <ul style="list-style-type: none"> ▪ To launch a new honor ensemble for Orff instruments. ▪ Use general funds to provide professional development. (\$12,400) ▪ Use general funds to purchase teacher supplies and tune acoustic pianos (\$47,121) ▪ Use general funds to conduct yearly performance assessment including Solo & Ensemble Festivals (\$30,000 transportation and \$8,000 adjudicators) ▪ Use general funds to update curriculum guides for Guitar and Piano Music Theory (\$14,000) ▪ Use initiative grant funds to provide enrichment activities for students such as the launch of the All-County Orff Ensemble (\$11,564.00).
<ul style="list-style-type: none"> ▪ Methods for measuring progress [grant only]: ▪ Create a budget and track the spending of funds. ▪ Establish second job assignments ▪ Purchase of repertoire for honors ensembles and performance assessments ▪ Purchase instruments for the new performing ensemble, and create rehearsal schedules ▪ Maintain staff and student attendance data

Project Narrative

Extent of Need

Identify a clearly defined problem and discuss the impact of the proposed fine arts initiative funding.

The return to in-person learning has created the need to reevaluate materials of instruction, staff development, professional development, curriculum, supplies, and performance assessments that meet the cultural and instructional needs of students. Student loss of instructional time requires targeted resources to develop teacher and student self-efficacy, with the requisite materials of instruction.

LEA School Year 2022-2023 – Goals, Measurable Objectives and Milestones

Describe the goals, measurable objectives, and milestones of the **fine arts initiative grant funding** for each applicable arts discipline. The goals for the grant funding must show alignment to the annual implementation goals reported above.

DANCE
<p>2022-2023 Goal:</p> <p>By the end of the grant period:</p> <p>PGCPS dance students will successfully participate in the annual dance showcase</p>
<p>Measurable Objectives:</p> <ul style="list-style-type: none"> ▪ Dance Educators will participate in 2 workshop to increase student participation to 80% in the Annual PGCPS Dance Showcase. ▪ Based on student need, the Dance department will provide at least 100 student with leotards, tights, jazz pants and shirts for daily dance instruction. ▪ Provided 75% of teachers with access to national organization membership in order to provide instructional dance strategies.
<p>Milestones:</p> <ul style="list-style-type: none"> ▪ 100% of Dance programs will submit for adjudication in by December 2022 for the systemic Dance showcase events. ▪ Based on the documented need ,dance uniforms will be ordered and distributed to each school. ▪ New instructional strategies will be shared and discussed monthly and weekly informal observations will be conducted to observe the implementation of new instructional Dance strategies.

MEDIA ARTS
<p>Goal(s):</p> <p>By the end of the grant period:</p>

MEDIA ARTS
<ul style="list-style-type: none"> ▪ Provide professional development for 80% novice media arts teachers on digital tools and resources as measured by workshop attendance. ▪ Provide 100% of the professional development participants with the materials of instruction that will be used to teach media arts curriculum. ▪ Utilize funding for staff to attend professional development in the field of media arts and arts leadership.
<p>Measurable Objectives:</p> <ul style="list-style-type: none"> ▪ Create acceptable contract for \$4,000 to provide professional development ▪ Use teacher response survey regarding condition of equipment and use vendor quotes to purchase \$5,000 in media arts equipment ▪ Internal conference document will be completed delineated resources, skills and competencies gleaned during conference attendance ▪ Provide contracting services to develop professional development in podcasting, filmmaking, and sound effect development
<p>Milestones:</p> <ul style="list-style-type: none"> ▪ Contract completed and ratified by May 2023 ▪ Contracted services for teacher professional development will be completed by October 2023 ▪ Materials of instruction will be ordered by March 2023 ▪ Virtual conference information will be evaluated in January 2023 to determine conferences that provide necessary leadership and media arts instructional resources, based on teacher survey of need

INSTRUMENTAL MUSIC
<p>Goal(s)</p> <p>By the end of the grant period:</p> <ul style="list-style-type: none"> ▪ Create an inventory audit for 100% of instruments deemed Code 4 (unusable) instruments removal from Instrumental Music inventory per PGCPs Guidelines. ▪ Purchase Instrument care/cleaning kits for students with socio economic needs.
<p>Measurable Objectives:</p> <ul style="list-style-type: none"> ▪ Provide professional development for 100% of teachers on the audit collection and documentation process. ▪ 100% Staff will first identify and assess unusable and unsafe instruments for removal from the school system inventory. ▪ Materials and other supplies that do not come with the instrument but are needed are distributed to students with socio economic needs as requested by school staff.
<p>Milestones:</p> <ul style="list-style-type: none"> ▪ Each month complete the Code 4 Audit for 3 teachers

INSTRUMENTAL MUSIC
<ul style="list-style-type: none"> ▪ Instrument Care Kits will be ordered and distributed

THEATRE
<p>2022-2023 Goal: PGCPS theatre students will successfully participate in the annual theatre festival.</p>
<p>Objectives: By the end of the grant period:</p> <ul style="list-style-type: none"> ▪ Invite students from PGCPS middle, high and the creative and performing arts schools to participate in a full day theatre workshop, with anticipated 75% student attendance. ▪ Provide an opportunity to showcase students’ theatre skills and talents as demonstrated by 100% attendance in full day interactive workshops to build their student efficacy. ▪ 100% of theatre teachers participating in the interactive theatre workshops will be exposed to opportunities to increase their knowledge, skills and instructional strategies. ▪ Engage 100% of theatre students to be active contributors as advocates for theatre education.
<p>Strategies:</p> <ul style="list-style-type: none"> ▪ Use student roundtable to give voice to advocacy for culturally relevant theatre education. ▪ Provide incentives to increase student participation through competition. ▪ Use experienced theatre professionals as adjudicators and workshop clinicians.

VISUAL ART
<p>Goal(s): By the end of the grant period:</p> <ul style="list-style-type: none"> ▪ There will be an 60% increase in student participation in Countywide art exhibits and measured by entries received. ▪ 5 curriculum documents will be 100% revised
<p>Measurable Objectives:</p> <ul style="list-style-type: none"> ▪ Successfully completed three countywide art exhibits for the North, Central, and South ends of the county. With 60% attendance. ▪ Curriculum documents are approved and uploaded for teacher use before the next school year.
<p>Milestones: <u>Exhibits:</u></p> <ul style="list-style-type: none"> ▪ Ordering exhibit materials (November) ▪ Memo to all schools (January/February) ▪ Exhibit map and plan (February)

- Set up and take down of exhibits (April/May)

Curriculum:

- Curriculum Outline and Table of Contents: December 2022
- Quarter 1 complete: May 2023
- Quarter 2 complete: June 2023
- Quarter 3 complete: July 2023
- Quarter 4 complete: August 2023

VOCAL GENERAL MUSIC

Goal(s)

- PGCPs Vocal and General Music students will successfully participate in Honors Ensemble events and assessments with 75% of music students participating.

Measurable Objectives:

- Establish second job assignments for 1 director and 2 assistant directors
- Purchase of repertoire for 3 directors and 50 students.
- Purchase of additional Orff Instruments.

Milestones:

- Create a budget and track the spending of funds (Nov. 2022 - June 2023)
- Establish second job assignments for 1 director and 2 assistant directors in Jan. 2023
- Purchase of repertoire for 3 directors and 50 students in (Jan. 2023)
- Purchase of additional Orff Instruments in (Dec. 2023)
- Initiate program with student registration (Jan. 2023)
- Conduct rehearsals (Feb. 2023 - April 2023)
- Close the season with a concert (April 2023)

**Add more rows if necessary*

Plan of Operation

For each project goal listed above, provide the activities, timeline, and personnel to be used to accomplish the objectives.

Discipline	Goal(s)	Activities	Timeline	Person Responsible
Dance	Instructional Staff Development	Plan and execute of the systemic Dance showcase events with a committee of Dance Teachers to determine which schools will perform in the northern and southern showcase events. Showcase registration per school is accounted for.	Oct 2022, Dec 2022 March 2023	Temisha Richardson Dance Supervisor
Dance	Supplies & Materials	Instructional Dance Materials, Based on various vendor quotes The Dance Uniform Audit is provided to Dance Teachers to complete twice per school year (semester 1 and semester 2)	February 2023	Temisha Richardson Dance Supervisor
Dance	Other Charges	Memberships are paid once per year. Attendance at National and State Dance Conferences	October 2023 Membership Dues September/October 2023 National/ State Dance Conferences October 2023	Temisha Richardson Dance Supervisor
Media Arts	Instructional Staff Development – Contracted Services	Create a contract supporting digital media arts tools – 8 sessions	October 2022 – May 2023	Barbara Liedahl Media Arts Instructional Specialist Anita B. Lambert Coordinating Supervisor,

Discipline	Goal(s)	Activities	Timeline	Person Responsible
Media Arts	Supplies and Materials	<ol style="list-style-type: none"> 1. Review teacher documentation of equipment status 2. Triage equipment status 3. Purchase media arts equipment 	August 2022 - May 2023	Barbara Liedahl Media Arts Instructional Specialist Anita B. Lambert Coordinating Supervisor, Creative Arts Programs
Media Arts	Instructional Staff Development	<ol style="list-style-type: none"> 1. Reviews virtual conference materials to determine conference selection 2. Complete necessary paperwork to attend conferences 	Goal 3 Jan-Nov 23	Barbara Liedahl Media Arts Instructional Specialist
Instrumental Music	Instructional Staff Development	Plan and execute instrumental inventory Audit	Jan. 2023 - July 2023	Lionel Harrell - Instrumental Music Supervisor
Instrumental Music	Supplies and Materials	Purchase of Supplies Instrument Care Kits	July 2023	Paul Hatton - Instrumental Music Instructional Specialist
Vocal General Music	Supplies and Materials	Purchase of repertoire for 3 directors and 50 students in Purchase of additional Orff Instruments for new honors ensemble	November 2022 - April 2023	Judith Hawkins Vocal/General Music Supervisor

Discipline	Goal(s)	Activities	Timeline	Person Responsible
Vocal General Music	Salaries and Wages	Interview and hire Assistant Directors for Honors events – 8 sessions	November 2022 – April 2023	Judith Hawkins Vocal//General Music Supervisor
Theatre	Instructional Staff Development – Contracted Services	Consultant agreements for workshop presenters and adjudicators	Nov 2022 - March 2023	Patricia Payne Theatre Supervisor
Theatre	Supplies and Materials	Order trophies and t-shirts	Nov 2022 - March 2023	Patricia Payne Theatre Supervisor
Theatre	Other Charges	Memberships are paid once per year. American Alliance for Theatre Education; Educational Theatre Association	January 2023	Patricia Payne Theatre Supervisor
Visual Arts	Salaries and Wages	Hire, plan, and execute curriculum writing	December 2022 – August 2023	Elizabeth Stuart Whitehead Visual Art Supervisor
		Hire Art Show Coordinators to plan and execute Countywide Art Exhibits	December 2022 – April 2023	
ALL	Fringe Benefits	Instrumental Music Workshops Assistant Directors and Curriculum Writing Stipends Dance educator workshops Theatre educator workshops Theatre Festival Art Show Coordinators and Curriculum Writing Stipends	Various dates through the grant period	Designated Supervisors

**Add more rows if necessary*

Evidence of Impact

Provide a summary outlining the 2022-23 goals, objectives, strategies, and methods for measuring progress. initiative grant.

Funds are allocated to meet the goal to improve fine arts instruction. Supplies will be purchased for students with financial needs. Professional development to enhance teacher capacity will be provided. Staff will participate in development activities to learn state of the art instructional and leadership concepts Contracts for adjudicators will provide students with professional assessments to build student capacity.

Evaluation Plan

For each project goal, provide performance measure(s) that will demonstrate the effectiveness of the fine arts initiative grant.

DANCE
Instructional Staff Development Supplies & Materials Other Charges
Performance Measure: <ul style="list-style-type: none"> ▪ Two systemic in-person Dance Showcase events ▪ Order necessary dance uniforms for students in need (leotards, tights, jazz pants, shirts) ▪ Pay for national Dance organizational memberships and attend the MDEA Conference and share resources and new strategies with Dance educators. New strategies will be reflected in informal observations and new dance curriculum documents

MEDIA ARTS
Instructional Staff Development – Contracted Services Supplies and Materials Instructional Staff Development
Performance Measure: <ul style="list-style-type: none"> • Increased attendance at professional development opportunities recorded on attendance documents • Materials of instruction will be purchased and allocated to schools Based on school need an attendance at professional development • Workshop conference and virtual webinar document will be completed to share resources that were found at the conferences and how they may be allocated to improve instruction in media arts and Leadership

INSTRUMENTAL MUSIC
Instructional Staff Development Supplies and Materials
Performance Measure: <ul style="list-style-type: none"> ▪ Completion of inventory assessment, documentation and removal from assigned school building (20 Schools). ▪ Purchase and distribution of materials to students in all schools with an instrumental music program (approx. 2400 students).

VOCAL MUSIC
Supplies and Materials Salaries and Wages
Performance Measure: <ul style="list-style-type: none"> ▪ Materials of instruction necessary for an Orff ensemble and honors performance events ▪ Curriculum writing completed; Registration, rehearsal and performance attendance at honors events

THEATRE
Instructional Staff Development – Contracted Services Supplies and Materials Other Charges
Performance Measure: <ul style="list-style-type: none"> ▪ Adjudicators provide instructional feedback for students at the 12th Annual Theatre Festival ▪ Students receive awards from adjudication ▪ Staff and teachers receive information and resources to support theatre education, and developing student efficacy in theatre

VISUAL ARTS
Salaries and Wages
Performance Measure: <ul style="list-style-type: none"> ▪ Three successful countywide Art Exhibits (North, Central, South) with evening receptions. ▪ Four new curriculum documents that honor our student voice and choice while infusing culturally relevant pedagogy.

KEY PERSONNEL

Provide the following information on key personnel and partners that will implement the fine arts initiative grant.

Name	Title/Organization	Responsibilities
Anita B. Lambert	Coordinating Supervisor	Grant manager, create Grant documents for MSDE, request Grant extensions as appropriate, monitor Grant spending, and oversee media arts instruction, attending and presenting at conferences
Elizabeth Stuart Whitehead	Visual Art Instructional Supervisor	Visual art curriculum coordination and exhibit chair.
Patricia Payne	Theatre Instructional Supervisor	Theatre Festival planning, activities, implementation and resources.
Judith Hawkins	Vocal/General Music Supervisor	Vocal and General music curriculum coordination, assessment planning and implementation, and coordination of enrichment activities
Barbara Liedahl	Media Arts Instructional Specialist	Coordinate professional development, ordering media arts instructional materials, attending and presenting at conferences
Lionel Harrell	Instrumental Music Instructional Supervisor	Instrumental Music Curriculum Coordinator, Enrichment Program Developer, Instrument/Equipment purchaser, implementation of Collaboration and Inventory Manager.
Temisha Richardson	Dance Instructional Supervisor	Dance Systemic Showcase Events Coordinator, ordering of materials of instruction and maintaining professional national memberships to attend conferences, workshops and to receive instructional materials

**Add more rows if necessary*

Budget and Budget Narrative

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An MSDE [Grant Budget C-125](#) form must also be submitted as an appendix.

FY23 FINE ARTS INITIATIVE BUDGET NARRATIVE						
Discipline	Category	Line Item	Calculation	Amount	In-Kind	Total
1. SALARIES & WAGES						
Instrumental Music	203-205/09 (Instructional Staff Development) 01 - Salaries & Wages	Professional Development & Assessment Pedagogy Workshops (Workshop Pay)	20 teachers x 1-day workshop session pay x \$175	\$ 3,500	\$ -	\$ 3,500
	203-205/02 (Special Programs) 01- Salaries & Wages	Assistant Directors Stipend (Other Stipends)	3 teacher @ \$40.00/per hour for 28 hours (8 rehearsals for 3 hours) (estimated)	\$ 3,360	\$ -	\$ 3,360
Dance	203-205/09 (Instructional Staff Development) 01 - Salaries & Wages	Annual Dance Secondary Showcase	39 teachers x 1 session x \$175 (full day workshop pay)	\$ 6,825	\$ -	\$ 6,825
Theatre	203-205/09 (Instructional Staff Development) 01 - Salaries & Wages	Virtual Theatre Festival (Workshop/Staff Development Pay)	15 teachers x 1 session x \$175 (full day workshop pay)	\$ 2,625	\$ -	\$ 2,625
Visual Arts	203-205/02 (Special Programs) 01- Salaries & Wages	Curriculum Writing Stipends (Other Stipends)	4 writers @ \$2,025/per writer	\$ 8,100	\$ -	\$ 8,100
	203-205/02 (Special Programs) 01- Salaries & Wages	Art Show Coordinator Stipends (Other Stipends)	3 Countywide Exhibit Coordinators @ \$800/each	\$ 2,400	\$ -	\$ 2,400
Subtotal - Salaries & Wages				\$ 26,810	\$ -	\$ 26,810

Using the space below, explain how the costs for salaries and wages above are necessary, reasonable, and cost effective.

Personnel are necessary to provide safe, structured and professional performance and showcase experiences for the students. Staff will set up visual art showcases, create instrumental music inventory, work at showcase and festival assessments, and participate in professional development

FY23 FINE ARTS INITIATIVE BUDGET NARRATIVE						
Discipline	Category	Line Item	Calculation	Amount	In-Kind	Total
2. CONTRACTED SERVICES						
Discipline	Category	Line Item	Calculation	Amount	In-Kind	Total
Theatre	203-205/09 (Instructional Staff Development) 02 - Contracted Services	Virtual Theatre Festival (contracted services)	12 consultants @ \$300/per consultant	\$ 3,600	\$ -	\$ 3,600
Media Arts	203-205/09 (Instructional Staff Development) 02 - Contracted Services	Film Festival Showcase/Masterclasses	8 sessions @ \$500/per session	\$ 4,000	\$ -	\$ 4,000
Subtotal - Contracted Services				\$ 7,600	\$ -	\$ 7,600
<p>Using the space below, explain how the costs for contracted services above are necessary, reasonable, and cost effective.</p> <p>Contracted services are necessary to provide adjudicators for festival and showcase assessments. In media arts contracted services are necessary to provide targeted professional development in a particular instructional product. Contractors provide reasonable costs based on negotiated agreements.</p>						
3. SUPPLIES & MATERIALS						
Instrumental Music	203-205/03 (Special Programs) 03 - Supplies & Materials	Instrument Supplies (Classroom Teacher Supplies)	Based on various vendor quotes	\$ 7,794	\$ -	\$ 7,794
Music - Vocal General	203-205/03 (Special Programs) 03 - Supplies & Materials	Instrument/Music Purchase (Student Supplies)	33 sets of music (teachers and students) @ \$24.99/per set = \$824.67 Additional Orff Instruments @ \$7,122.29	\$ 7,947	\$ -	\$ 7,947
Dance	203-205/03 (Special Programs) 03 - Supplies & Materials	Instructional Dance Materials	Based on various vendor quotes	\$ 3,538	\$ -	\$ 3,538
Theatre	203-205/03 (Special Programs) 03 - Supplies & Materials	Annual Theatre Festival (Classroom Teacher Supplies)	Based on various vendor quotes	\$ 4,755	\$ -	\$ 4,755
Media Arts	203-205/02 (Special Programs) 03 - Supplies & Materials	Student Supplies to support specialty projects (film making equipment, maker supplies, sound equipment, etc.)	Based on various vendor quotes	\$ 5,000	\$ -	\$ 5,000
Subtotal - Supplies & Materials				\$ 29,034	\$ -	\$ 29,034
<p>Using the space below, explain how the costs for supplies and materials above are necessary, reasonable, and cost effective.</p> <p>Materials are necessary as resources for instruction. Students who have financial difficulties receive dance attire for adjudications. Instrumental students with</p>						

FY23 FINE ARTS INITIATIVE BUDGET NARRATIVE

financial needs receive instrument care kits. Orff instruments and podcasting equipment are purchased for instructional use in Vocal Music and Media Arts. New teachers and new programs participating in professional development have the necessary tools for implementation. Cost is determined by vendor contracts with the county, which provide best prices for the system.

4. OTHER CHARGES						
Discipline	Category	Line Item	Calculation	Amount	In-Kind	Total
Instrumental Music	212 - Fixed Charges 04- Other Charges	Professional Development & Assessment Pedagogy Workshops (Fringe Benefits)	\$3,500 x .0765 (FICA)	\$ 268		\$ 268
	212 - Fixed Charges 04- Other Charges	Choral Librarian Stipend & Curriculum Writing Stipends (Fringe Benefits)	\$3,360 x .0765 (FICA)	\$ 257		\$ 257
Music - Vocal General	203-205/09 (Instructional Staff Development) 04 - Other Charges	Professional Development (Memberships)	Dance Memberships (National Dance Education Organization - 3 memberships @ \$185/per membership and International Association of Blacks in Dance - 1 membership @ \$125/per membership, Dance Teacher - 1 membership @ \$75/per year)	\$ 755		\$ 755
	212 - Fixed Charges 04- Other Charges	Annual Dance Secondary Showcase (Fringe Benefits)	\$6,825 x .0765 (FICA)	\$ 522		\$ 522
Theatre	203-205/09 (Instructional Staff Development) 04 - Other Charges	Professional Development (Memberships)	Theatre Memberships (American Alliance for Theatre & Education (AATE) - 1 membership @ \$125 and Educational Theatre Association (EdTA) - 1 membership @ \$129)	\$ 254		\$ 254
	212 - Fixed Charges 04- Other Charges	Virtual Theatre Festival (Fringe Benefits)	\$2,625 x .0765(FICA)	\$ 201		\$ 201
Media Arts	203-205/09 (Instructional Staff Development) 04 - Other Charges	Professional Development (Registration Fees)	2 staff members @ \$900 per staff member	\$ 1,800		\$ 1,800
	212 - Fixed Charges 04- Other Charges	Curriculum Writing Stipends & Art Show Coordinator Stipends	\$10,500 x .0765 (FICA)	\$ 803		\$ 803

FY23 FINE ARTS INITIATIVE BUDGET NARRATIVE						
Discipline	Category	Line Item	Calculation	Amount	In-Kind	Total
		(Other Stipends)				
			Subtotal - Other Charges	\$ 4,860	\$ -	\$ 4,860
<p>Using the space below, explain how the costs for other charges above are necessary, reasonable, and cost effective.</p> <p>Other charges are FICA , which are the required federal payroll tax. All staff positions for stipend and workshop pay must have FICA calculations. Stipends are paid to Visual arts teachers to write curriculum and coordinate the visual arts showcases. Membership in professional organizations assists staff and teachers with current and effective instructional resources and opportunities.</p>						
5. EQUIPMENT						
N/A				\$ -	\$ -	\$ -
			Subtotal - Equipment	\$ -	\$ -	\$ -
<p>Using the space below, explain how the costs for equipment above are necessary, reasonable, and cost effective.</p> <p>N/A</p>						
6. TRANSFERS						
All - Total Grant	Indirect Cost		\$70,367 (total grant) - \$0.00 (equipment allocation) - \$0.00 (equitable services) - \$0.00 (contracted services; up to \$25,000) = \$70,367 (total grant base) - (\$70,367/1.0302*-0302 (3.02% FY22 IDC Rate) = \$2,063 (IDC allocation)	\$ 2,063	\$ -	\$ 2,063
			Subtotal - Transfers	\$ 2,063	\$ -	\$ 2,063
<p>Using the space below, explain how the costs for transfers (indirect cost recovery) above are necessary, reasonable, and cost effective.</p> <p>Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function. Indirect costs include administration, personnel and security costs. These are those costs which are not directly related to production.</p>						
Fine Arts Grant - Total Budget Allocation				\$ 70,367	\$ -	\$ 70,367

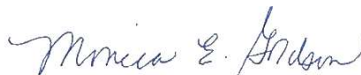
RECIPIENT ASSURANCES

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

1. Programs and projects funded in total or in part through this grant shall operate in compliance with State and federal statutes and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act (ADA). Vendors, subgrantees, and/or consultants; including officers and employees shall comply with the Family Educational Rights and Privacy Act at all times (20 U.S.C. §1232g).
2. Grantee shall assure that its facilities are accessible to individuals with disabilities as required by the ADA and applicable regulations. The grantee shall not discriminate against individuals with disabilities in the provision of its services and programs unless to do so would be an undue burden or result in fundamental alteration in the program as those terms are used in the ADA and its implementing regulation. The State reserves the right to inspect the grantee's facilities at any time to determine if the grantee is in compliance with ADA. The grantee shall bear sole responsibility for assuring that its programs conforms for the section 501c. of the ADA (42 USC 12201) as a bona fide benefit plan. The grantee shall indemnify and hold the State harmless in any administrative proceeding or action brought pursuant to the ADA for all damages, attorneys' fees, litigation expenses and costs, if such action or proceeding arises from the acts of grantee, grantee's employees, agents or subgrantees.
3. By accepting federal funds, the recipients certify that they have complied with Federal Executive Order 12549, Debarment and Suspension set forth in 2 CFR §180, and that, a signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form has been filed with Maryland State Department of Education Project Monitor.
4. Grantee shall establish and maintain fiscal control, fund accounting procedures by fund, as set forth in 2 CFR §200 and in applicable statute and regulation. By accepting federal funds, the recipient agrees that the amount of the grant award is contingent upon the receipt of federal funds. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of five years, or longer if required by federal regulation. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
5. Entities expending federal funds of \$750,000 or more in a single fiscal year, must have an annual financial and compliance audit in accordance with 2 CFR Subpart F 200.500 et. seq.
6. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate and provide guidance and direction to grantee in the conduct of activities performed under this grant. However, MSDE's failure to supervise, evaluate or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the grant award.
7. Grantee shall adhere to MSDE reporting requirements, including the submission of all required reports. Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent grant payments until such time as the reports are filed.
8. Grantee must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded. Unless a division implements a stricter policy, grantee must receive prior written approval from the MSDE Program Monitor for any budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, *whichever is greater*. Grantee must support the request with the reason for the requested change. Budget realignments must be submitted at least 45 days prior to the end of the grant period.
9. Requests for grant extension, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall insure that programs and projects that offer web-based or technology band instructional products or programs which are funded in total or in part through this grant will operate in compliance with Section 508 of the Federal Rehabilitation Act of 1973 as amended and Section 7-910 of the Education Article, Annotated Code of Maryland.
11. Grantee shall repay any funds that have been determined through the federal or State audit process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or State government. The repayment may be made by an offset to funds that are otherwise due the grantee.

I further certify that all of the facts, figures and representations made with respect to the grant application and grant award, including exhibits and attachments, are true and correct to the best of my knowledge, information, and belief.

Monica E. Goldson, Ed.D., Chief Executive Officer



11/9/2022

Superintendent of Schools or Head of Grantee Agency

Date

Appendix

The following appendices must be included in the proposal for funding.

- A [C-1-25 MSDE budget form](#)
- MSDE Assurances page