



## Programs for Students

### *2016 Guidelines and Instructions*

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Los Angeles County's resource for finding K-12 arts education programs  
<http://students.lacountyartsforall.org>

#### **Applications must include:**

- Completed online application form
- Emailed supplemental materials:
  - a) Two Letters of Recommendation
  - b) Curriculum Sample
  - c) Digital Photograph

#### **Deadline:**

- Submit application to [artsforall@arts.lacounty.gov](mailto:artsforall@arts.lacounty.gov) by Wednesday, April 6, 2016 5:00pm
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# PROGRAMS FOR STUDENTS

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## WHAT IS PROGRAMS FOR STUDENTS?

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### Programs for Students

The online resource Programs for Students (<http://students.lacountyartsforall.org>) centralizes access to quality PreK-12 school day arts education programs that meet the Content Standards for California Public Schools, which include the Visual and Performing Arts Standards, for 84,000 teachers and school administrators throughout the County's 81 school districts. The directory enables educators to strategically search for arts education programs by arts discipline, subject area, grade level, program type, and cultural origin.

To have arts education programs for students listed in this online directory, providers must complete an online application and submit all required supplemental materials that demonstrate that the program meets the minimum eligibility requirements.

Applicants are encouraged to explore the online directory at <http://students.lacountyartsforall.org> before completing their application.

### *Arts for All*

*Arts for All* is the Los Angeles County arts education initiative dedicated to making the arts core in K-12 public education. Established in 2002 by the Los Angeles County Board of Supervisors, *Arts for All* supports and connects school districts and arts organizations working to advance quality arts education for the County's 1.6 million public school students. *Arts for All* is a partnership between the Los Angeles County Arts Commission and the Los Angeles County Office of Education. *Arts for All* is working directly with 58 school districts and two charter networks. Visit [www.lacountyartsforall.org](http://www.lacountyartsforall.org) to learn more.

### Los Angeles County Arts Commission

The Los Angeles County Arts Commission fosters excellence, diversity, vitality, understanding and accessibility of the arts in Los Angeles County, encompassing 88 municipalities, and provides leadership in cultural services. In addition to its role as an arts funder, the Arts Commission implements the regional initiative dedicated to restoring arts education to 81 school districts, programs and operates the Ford Theatres, funds the largest arts internship program in the country and manages the County's civic art policy. The Arts Commission also produces free community programs, including the LA County Holiday Celebration for public television. [www.lacountyarts.org](http://www.lacountyarts.org).



## WHAT IS THE ELIGIBILITY CRITERIA?

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The application and supplemental materials will be reviewed by Arts Commission staff to ensure that all eligibility criteria are met for each program that is submitted as part of the application.

### Previous Experience in Arts and Education

- Provider's lead administrators and instructors have formal education or professional experience in the art form of the program.
- Provider's lead administrators and instructors have at least three years of experience designing and implementing educational programs in the arts as a part of the Pre-K –12 school day.
- Provider demonstrates that they have provided arts learning experiences as part of the school day for no less than two different schools within the past three years.

### Focus on Learning in the Arts

- Student learning objectives address an artistic discipline. This may include dance, literary arts, media arts (film, video, electronic media), music, storytelling, theater, visual arts or any combination of these disciplines (multidisciplinary).
- Visual and Performing Arts Content Standards for California Public Schools are cited for the program's corresponding grade level range and instructional strategies are described.

### Compliance

- Application and required supplemental materials are complete and submitted by the deadline.
- Programs are provided as a part of the school day to a Pre-K-12 student body.
- Schools or school districts make a financial investment in the student arts program. This investment may include the costs of artist fees, bussing, curriculum supplies, administrators or teachers' time for curriculum planning, professional development or exhibiting student work.
- Provider complies with all applicable federal, state, and local laws and ordinances, including but not limited to those which bar discrimination on the basis of race, color, national origin, sex, age, or disability.
- Provider complies with Fair Labor Standards and pays professional performers, artists, and supporting personnel at least the minimum level of compensation paid to people employed in similar activities.

*Please note that arts education providers approved for other directories or rosters are not automatically qualified for approval for Programs for Students. Approval of programs is contingent upon staff review of a complete application.*



## HOW DO WE PREPARE THE SUPPLEMENTAL MATERIALS?

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Each program included in the application must be supported by the following:

### 1. Two Letters of Recommendation

Two letters of recommendation are required per application. Letters must address students' learning in an art form.

The letters must be:

- from two different school sites
- written by teachers or school administrators who have received student programs from you within the past three years
- signed
- on school letterhead
- PDF format

### 2. Curriculum Sample

Acceptable curriculum materials will reflect the full scope of your program and may include lesson plans, curriculum maps, residency plans, units of study, teacher guides and/or student study guides. Regardless of the format, the sample must address how students are instructed and cite the Visual and Performing Arts Content Standards for California Public Schools that are addressed by the instruction. Submit curriculum materials for each program within your application.

### 3. Digital Photo Submission

Submit a photo to be highlighted on your program in the directory that is:

- landscape orientation
- no more than 4 megabytes in size
- .jpeg format

*The Los Angeles County Arts Commission reserves the right to alter the image in order to fit properly in the web page.*

*The Los Angeles County Arts Commission, through Programs for Students, provides a platform for the distribution of applicant photographs. By submitting the photograph(s), the applicant certifies they have permission from the photographer and the people in the enclosed photograph(s) to use the photograph(s) for the purposes of publicizing the student program on the Arts Commission's Website [www.lacountyartsforall.org](http://www.lacountyartsforall.org), marketing materials (including brochures, postcards, the Internet) and through distribution to press outlets. By submitting, applicant holds harmless the Los Angeles County Arts Commission from any litigation or other claims arising from the use of these photographs.*

*The applicant remains the sole copyright owner of the submitted material.*



## HOW DO WE PREPARE THE ONLINE APPLICATION?

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### Overview

This is an online application process to create your own program profile web page(s) within the online directory. As you enter information into the application screens, you are actually building your program profile web page(s). Once the application is submitted, and if approved for listing, the information in the application will become publicly viewable at <http://students.lacountyartsforall.org>.

Each program profile in the directory includes:

- Contact information
- Program details
- Narrative description of the provider and the student programming
- A photo

### Usability Features and Limitations of the Application

- Login with a password is required to access the application.
- Application can be completed over multiple sessions.
- Content on each page is saved when the “Back” or “Next” button is clicked.
- Writing and editing narrative responses in a word processing document and then pasting it into the application is recommended.
- Programs that are already online in the directory will go offline when edits are made within the application. Contact the Arts Commission staff to have them restored.

## Step by Step Instructions

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### Log In

The online application for Programs for Students is accessible through the “About” page of the directory. Access the directory at <http://students.lacountyartsforall.org> and click “About” in the orange header bar. Once on the “About” page, click the link “Enter the Application Process.”

You can also directly access the application at: <http://www.laartsed.org/application/>.

Lost passwords can be accessed using the “Forgot your password?” section of the “Application Log In” screen. If you don’t recall the email address associated with your application, please email [artsforall@arts.lacounty.gov](mailto:artsforall@arts.lacounty.gov).

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### **Provider Section – Applicant Contact Information**

*Application Screen 1 of 6  
(For review process only)*

On this screen, provide the specific contact information that the *Arts for All* staff can use to communicate with you. This address and number should be the principal business location.

Provide the Supervisorial District in which this principal address is located. (Don’t know? Go to <http://lacounty.gov/> and enter your address into the Services Locator.

Answer the legal disclaimer questions.

The information on this application screen will not appear on the website.

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## **Provider Section – Program Contact Information**

Application Screen 2 of 6

*(For website)*

On this screen, provide the contact information that you want listed on your program profile web page(s).

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## **Provider Section – Staff Bios**

Application Screen 3 of 6

On this screen, provide information on your qualifications as a provider of student programs.

### **3.1 Education Staff**

*(For review process only)*

Provide the name, title and short biography of the lead administrators of your educational programming AND the key instructional leaders. Describe clearly each person's formal education and professional experience in the art form of the program and in working to design and implement educational programs in the arts as part of the school day. Describe what role they will play in the delivery of the programs for students. If the number of staff members exceeds three, please include the name, title and a short biography in the Additional Staff text box.

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## **Provider Section – Provider Background and Teaching Experience**

Application Screen 4 of 6

On this screen, provide your background information and experience working with students.

### **4.1 Background of the Arts Education Provider**

*(for website)*

Provide a description of the arts education provider. This description should include your mission, vision or philosophy, qualifications, experience working in public schools and key accomplishments.  
*(Limit: 750 characters)*

### **4.2 Previous Experience with PreK-12 Students.**

*(For review process only)*

Provide previous experience working with PreK-12 students within the last three years at no less than two school sites. List the school year, the program offered, the school district where the program was offered, and the grade level served.

*This page is the end of the provider section of the application. Once the "Next" button is selected on this screen, you will not be able to go back and edit Application Screens 1 through 4. However, all text entered will be saved and you will be able to edit your provider information upon your next login or via the "Make Changes" button in the Application Review screen.*

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## **Program(s) Section**

Application Screen 5 of 6

In this application screen you will provide responses to build the following elements of your publicly viewable program profile Webpage(s):

- Program abstract for search results page
- Search criteria to help site visitors learn how your program aligns with their needs



- Narrative description of the program
- Program and scheduling details

### Programs Menu

Through this screen, you will add and edit all of the programs you wish to include in your application.

#### *To add a new program:*

To enter a new program, proceed to section 5.1. Program Entry. All response fields will be blank. You do not need to complete all questions during one session. Program title and the search criteria are required to save the program. All buttons on the page bottom will save your progress. Use the “Add Additional Program” button to clear the fields and create a new program.

#### *To edit a previously created program:*

As program information is added to the application, a list of “Your Existing Programs” will appear at the top of this page in the “Programs Menu.” To edit or add information to any program that you have created in the application, click the blue underlined program name in the menu. This will cause all of your previously entered information for that program to populate the page. To save your information be sure to click “Update and Add Additional Program” before navigating away from this screen or switching to another program in the “Your Existing Programs” list.

#### *To delete a program from your application:*

You can delete a program from the application by clicking the trash icon to the left of the program name in the “Your Existing Programs” list. Please review this list before your final application submission and remove any incomplete program entries that you do not wish to be reviewed. Be extra cautious to not erroneously delete a program previously approved for listing in the directory.

## 5.1 Program Entry

*(For website)*

### (a) Name of Program

This will be the heading of your program profile web page.

### (b) Program Abstract

The program abstract is a one sentence description of the program. This information will appear on the search results web page of the directory and will provide the teaser information to attract site visitors to your program profile web page.

*(Limit: 100 characters)*

### Search Criteria

#### (c) Grade Level

Select the grouping(s) that describes the target audience. (Pre-K, K-5, 6-8, 9-12)

#### (d) Artistic Discipline

Select only the arts disciplines for which you specifically provide standards based instruction. (Dance, Literary Arts, Media, Multidiscipline, Music, Storytelling, Theatre, Visual Arts)

#### (e) Subject Area

Select only the other core subject areas for which your program specifically provides standards based instruction. (History, Language Arts, Mathematics, Science, none)

#### (f) Program Type

Select one (1) program type. (Field Trip, Performance, Residency, Workshop)

Field Trip	A field trip takes place off school grounds and includes structures for student interaction and engagement.
Performance	A performance takes place at the school site, fits into a 45-60 minute time frame (the length of a typical assembly program) and includes structures for student interaction and engagement.





Workshop	A workshop includes one to four instructional sessions working with the same group of students each session and may include performance or field trip opportunities.
Residency	A residency includes five or more sequential instructional sessions working with the same group of students each session and may include performance or field trip opportunities.

**(g) Cultural Origin**

Select only the cultural origin(s) specifically addressed through the artistic and educational experiences provided in this program. (African, African American, Asian, European, European American, Latino, Middle Eastern, Native American, None, Other, Pacific Islander) If the cultural origin of the program is not listed, write it in the “Other Cultural Origin” response field.

**(h) Program Description**

Provide a description of your programming. Include the program structures and curriculum and the key student learning objectives. Your response will become the narrative description of your program in the directory. Include all the details that will help a teacher or school administrator learn about what you provide.

*(Limit: 1000 characters)*

**Program Details**

**(i) Maximum Number of Students**

Indicate the maximum number of students that your program can accommodate while still ensuring a high quality learning experience.

**(j) Program Duration**

Indicate the length of the program. Use number of minutes, hours, sessions or days. (e.g. 45 minute performance or workshop, 2 hour field trip, 3 session workshop series (1hr per), 10 session residency (45 min. per) plus 2 teacher planning meetings)

**(k) Space Requirements**

If appropriate, include program space dimensions and floor requirements (e.g. linoleum, wood, carpet, no concrete, indoor/outdoor).

**(l) Technical Requirements**

If appropriate, include sound equipment, set up /strike time, ceiling height, or electrical needs. Also include any specific supplies that you need the school to provide.

**(m) Available Dates**

Indicate the dates the program is available (e.g. year round, September – June, December only, etc.)

*(Limit: 200 characters)*

**(n) Fee Structure**

Indicate the fee for the program. Suggested formats are:

*(Limit: 200 characters)*

*Field Trips* – Include the cost per students and adults (e.g. \$4.00/students and adults)

*Performances* – Include the cost of a single performance and if appropriate, the reduced cost for back to back performances in the same school, same day (e.g. single performance \$300; two back to back performances in the same school/same day \$450). Also indicate if there are different fees associated with solo performance, versus duos and ensembles.

*Workshops* – Include the cost of a single workshop or workshop series and if appropriate, the reduced cost for back to back workshops with different students in the same school, on the same day.

*Residencies* – Include the total fee for the residency and associated components (e.g. \$2,000 per class includes 10 sessions, theatre tickets and transportation)

Requirements of teacher’s time, curriculum materials or bussing costs should be listed here as well.



**(o) Special Considerations**

Indicate any additional considerations a teacher or school leader needs to know about working with you. For instance share if there are specific cities/areas in the County where you prefer to work or details about special populations you are skilled at serving.

*(Limit: 200 characters)*

**(p) School Investment**

*(For review process only)*

Describe the financial investment schools or districts make in the program. (i.e. school pays a fee for services, school must provide bussing or curriculum supplies, teacher or administrator time is required for planning, professional development, evaluation or showcasing student learning.)

*(Limit: 1000 characters)*

Click "Update and Add Additional Program" to save the information for the selected program

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**Directions for Review and Submission of Online Portion**

*Application Screen 6 of 6*

Access this screen from the link at the bottom of Application Screen 5 of 6. This screen provides a link to a printable version of the full application and the submit button.

**Submitting the Online Application**

Upon completion and review of the online application click the "Submit Application" button on the bottom of the "Review Entire Application" page.

REMEMBER your application is not complete until the email with the supplemental materials is received by the Arts Commission.

**HOW DO WE SUBMIT OUR COMPLETE APPLICATION?**

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Step 1) Complete the online application form at <http://laartsed.org/application>.

Step 2) Send an email to [artsforall@arts.lacounty.gov](mailto:artsforall@arts.lacounty.gov) with the following information and attachments by Wednesday, April 6, 2016, 5:00 p.m.

- 1) The organization name or artist's last name as listed in the online application
- 2) Attach two letters of recommendation
- 3) Attach curriculum sample
- 4) Attach one digital photograph

**WHAT HAPPENS AFTER WE SUBMIT THE APPLICATION?**

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**Review and Notification**

Upon receipt of the email, Arts Commission staff will send a confirmation receipt via email.

Arts Commission staff reviews applications for completeness and eligibility. *Notifications of the results of that review will be made no later than July 1, 2016.*

As a public agency, all information submitted to the Arts Commission in conjunction with an application becomes public record at the time the application is submitted.

Approval means your program(s) will be listed on <http://students.lacountyartsforall.org>. *Programs for Students is for marketing purposes and listing does not guarantee bookings.*



## Duration

Programs approved for Programs for Students are reviewed by Arts Commission staff members every 4 years. After that time period, if the program does not meet current eligibility criteria, the program will be required to submit an updated application for review.

During the 4 year period, if any logistical changes take place (within staff, administration, financial condition, etc.) that have an effect on the arts education program, the Arts Commission must be notified immediately. Arts organizations or artists must submit the Program Update Form for logistical program updates. Approval of these updates will be by LACAC staff review. The Program Update Form is available online at <http://www.laartsed.org/docs/updateform.pdf>. Failure to do so will result in removal from Programs for Students.

## Disclaimer

All arts organizations and artists providing services on Programs for Students are responsible for satisfying applicable laws or policies related to providing educational services, which may including, but are not necessarily limited to, obtaining live scan or other criminal background clearances and documenting health status and the absence of communicable disease.

## Questions

Please contact the *Arts for All* staff at:

Los Angeles County Arts Commission  
1055 Wilshire Blvd., Suite 800  
Los Angeles, CA 90017

213-202-5858 (phone)  
213-580-0017 (fax)  
[artsforall@arts.lacounty.gov](mailto:artsforall@arts.lacounty.gov)

