REQUEST FOR PROPOSALS (RFP)

Fine Arts Consumables and Equipment Grant (FACE) 2021-2022

Request for Application: December 7, 2021
Application Deadline: January 24, 2022

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Program Description
The Georgia Department of Education (GaDOE) has allocated ARP funds for the FY22 Fine Arts Consumables and Equipment (FACE) Grant. This GaDOE administered, non-renewable, non-transferrable grant for up to $3,000 dollars used to create and/or support Fine Arts initiatives that support quality Fine Arts education courses during the school day. A maximum of 100 Fine Arts Consumables and Equipment (FACE) Grants will be awarded for the 2021–2022 (FY22) school year in the amount of up to $3,000.

Eligibility
Eligible applicants must be fine arts teachers in a Georgia public school.

Proposal Review Process
During the review process, each application will be reviewed and scored by GaDOE approved and trained readers/scorers. The readers/scorers will individually assign and record points (1-100) using the scoring rubric. Readers/Scorers may ask grant organizers clarifying questions regarding allowability; however, grant organizers may not speculate or offer opinions regarding the applicant’s intent. In the likely event that the number of applications receiving a qualifying score exceeds the number of available grants, only the highest, rank-ordered applications will be recommended for funding. All applicants whose application was scored will be notified via email after the State Board has rendered a decision/approved grant. Decisions are final and an appeal process is not available.

Grant Period
Grant funds will be available from April pending SBOE approval, through December 15, 2022.

Grant Award Notification
All awards are subject to availability of funds. Grant awards are not final until approved by the State Board of Education (SBOE), and an award notification is sent from the GaDOE.

NOTE: The grant award may be different than the request made in a proposal. This is usually due to differences between available funds and the total amount funded to all grantees. Recipients will receive an award notification via email. The level of funding and effective date of the projects will be included in the notification of the grant award letter.

Accountability and Monitoring the Use of Federal Funds
Awardees must have correctly and completely submitted required close-out documentation. The following are required: Completion Closeout Report (Microsoft Forms); Lesson Plan (s); Detailed Expenditure Report and supporting documents for received goods/services. This grant award is made subject to the provisions of all applicable federal or state laws and regulations and is contingent on federal funding.

Each applicant receiving funding through this RFP must:

- meet the eligibility requirements for the grant described herein, and the applicant has provided all required assurances that it will comply with all program implementation and reporting requirements established through this RFP.
- appropriately use these funds as described in this proposal package.
- implement activities funded through this proposal within the timeline in which the funds provided are to be used.
• turn in a lesson plan that demonstrates the activities that teach the Georgia Standards of Excellence in Fine Arts with the equipment and/or consumables.
• participate in two meetings (initial and final) to discuss goals and objectives, implementation procedures and progress, and programmatic success and effectiveness.

To fulfill monitoring responsibilities, the GaDOE requires awardees to submit appropriate fiscal and program documentation following guidance provided by the GaDOE program office. Materials and/or resources required for student-centric activities must be in full use while the students are attending the assigned course.

Should circumstances warrant any changes to the approved plan, the awardee must initiate an amendment request. It is important to note that the SBOE-approved grant plan cannot be changed or altered by any party without an approved amendment. Furthermore, because the grant plan is approved by the SBOE, be aware that amending the budget and/or implementation plan will be limited.

**Program Requirements**
Awarded funds are specifically for fine arts related instruction which occurs during the school day within state-approved fine arts education course numbers starting with the prefix’s 50. – 54.

**Programmatic Assurances**
The Equipment and/or Consumable Supplies must be used to:
• develop or supplement sustainable initiatives that support quality Fine Arts instruction
• increase access to support Fine Arts Education Instruction
• be implemented as a part of a graded state approved fine arts course during the regular school day schedule. These courses begin with the prefix 50. – 54.
• be needs-based and directly related to measurable goals, objectives, and/or intended outcomes
• be regularly monitored and formally assessed for effectiveness

**Reporting Requirements**
FY22 FACE Grant closes December 15, 2022.
Awardees must have correctly and completely submitted required close-out documentation.
• Completion Report (Microsoft Forms)
• Lesson Plan (1)
• Detailed Expenditure Report and supporting documents for received goods/services

**Authorized Activities**
Applicants are encouraged to plan fine arts activities that are attainable within the grant’s period of performance. Expenditure of funds after the period of performance is not allowable. Funds dedicated to an activity that did not occur may not be repurposed for other activities. FY22 FACE Grant applicants can use funds to purchase the following items: Equipment needed for mastery of the Georgia Standards of Excellence in dance, media arts, music, theatre, or visual art subject areas in courses that begin with the prefix 50. – 54. A small sample of examples include but are not limited to kilns, sound boards,
freestanding ballet bars, slab rollers, drying racks, instruments, strings, reeds, microphones, extruders, lavaliers, and all types of consumable art supplies.

Unauthorized Activities
Proposals will be screened for unallowable activities twice. The initial screening will be during the submission process, and proposals found to contain unallowable activities will be automatically eliminated and not forwarded to the reviewer. After all proposals have been read, reviewer comments will be reviewed. Should a reviewer have a question during the scoring process or find the proposal contains unallowable activities and/or activities that extend beyond the scope of the grant, the proposal will be reviewed by grant organizers to determine acceptability.

FY22 FACE Grant funds may not be used:
- For new/improvement construction or capital improvements to existing structures such as carpet, non-freestanding mirrors, laminate coverings, and building renovations.
- To support after or before school clubs or summer programs.
- For STEAM or arts integration into other subject areas. It must be for arts education associated with a graded, state approved fine arts course number beginning with the prefix’s 50, 51, 52, 53, and/or 54.
- The purchase of textbooks, videos, or games

Proposal Submission
Please review the following directions very carefully before submitting the application.
APPLICATION. The deadline for submission is 10 AM, January 24, 2022. The application must be submitted on or before the deadline.
SUBMIT EARLY. Applications cannot be accepted after the deadline. Please factor in unexpected delays and/or technical issues at the point of origin. The GaDOE is required to enforce the established submission deadline to ensure fairness to all applicants. Faxed, emailed, or paper applications are not acceptable and will not be reviewed by the GaDOE.
USE PROVIDED APPLICATION TEMPLATE. Supplemental or revised application formats, attachments, or information, either from the applicant agency or other sources will not be accepted.

Procedures
Please review the following directions very carefully prior to submitting the proposal at the application link.
- Proposal Portal: To access the application click: FACE GRANT APPLICATION LINK.
- Submit Early: Proposals cannot be accepted after the deadline. Please factor in unexpected delays and/or technical issues. The GaDOE is required to enforce the established submission deadline to ensure fairness to all applicants. Faxed, emailed, or paper proposals are not acceptable and will not be reviewed by the GaDOE.
- Use provided Proposal template: Supplemental or revised proposal formats, attachments, or information, either from the applicant agency or other sources will not be accepted.
- Multiple Submissions: Due to the extremely high volume of submissions and to ensure that each submission is correctly identified and acceptable, file naming conventions are critical. Public school districts may have multiple submissions provided each is from a different subject area.
Budget
There should be a calculation of the budget (via spreadsheet, etc.) and a narrative of the budget (via prose). Each of these offer a lens for understanding how funds meet the identified need and activities. If evaluation or participant travel expenses need to be included in the budget of each grantee, indicate that here and indicate an expected amount that must be included. The budget table is included in the proposal template, and both the narrative response section and budget calculations must be submitted as a single PDF document. The budget portion of the proposal will not be assigned points; however, an inaccurate, unreasonable, unjustified, or non-itemized budget will result in the proposal being excluded from consideration.

The proposed budget narrative must provide clear evidence that the expenditures are appropriate and justified to support the proposed programming/activities. If applicable, annotate additional funding (local/federal/in-kind) sources utilized to support planned program/activity.

Deadline
The deadline for submission is 10 AM, January 24, 2022. The application must be submitted on or before the deadline.

Grant Award Acknowledgement
To ensure clarity and continuity of support services, awardees must formally acknowledge receipt of, agree to the stated terms, and accept the award to Jessica Booth via email at FACEgrant@doe.k12.ga.us within five days of receipt of the grant award email.

Please include the following information in the email:

- Name, position, and contact information of individual(s) (to be recognized by GaDOE as the official Designated Contact).
- Person responsible to receive/send communication from/to GaDOE regarding the FY22 FACE grant throughout the period of performance.
- Person responsible to ensure all evidentiary and fiscal documentation will be submitted/emailed/uploaded as per terms of the RFP.

Grant Award Notices (GANs)
Grant Award Notices (GANs) will be uploaded into the LEAs Consolidated Application portal by the program office summarizing the program, the amount and length of the award, and any other relevant information.
Scoring and Funding Recommendations

Scoring
During the review process, each proposal will be reviewed and scored by GaDOE approved and trained reviewer. The reviewer will individually assign and record points (1-100) using the scoring rubric. Reviewers may ask grant organizers clarifying questions regarding allowability; however, grant organizers may not speculate or offer opinions regarding the proposal’s intention.

In the likely event that the number of proposals receiving a qualifying score exceeds the number of available grants, only the highest, rank-ordered proposals will be recommended for funding. GaDOE will communicate with the contact person for any proposal that was scored via email after the SBOE has rendered a decision and/or approved grants.

Questions regarding the award process or scoring may go to the Project Manager or the Deputy Superintendent. Any appeals of the State Board approved grantee list must go to the State Board of Education.

Rubric: Scoring Components
All proposals will be scored using a rubric. Each proposal will be reviewed by two reviewers, and each will assign points based on the merit of the program/activity described. Each section is assigned a maximum allowable number of points. Reviewers will tally all earned points to render a raw score. Grant organizers will verify raw scores and forward them to the program manager who will determine the final score to be presented to the State Board of Education (SBOE).

Programmatic Basics (20)
• Location
• Impacted state-approved fine arts course(s) (prefix numbers 50. – 54. only)
• Identify teachers and leaders directly involved in the implementation of the program/activity. Include relevant qualifications and experience.
• Total number of students, and/or participants in the program
• Description of need/rationale for funding.

Proposed Fine Arts Activity Description (30)
• Fully describe all significant components of the proposed program/activity. Ensure budget alignment.
• Include instructional strategies, student assignments/tasks/assessments, and performance requirements.

Goals/Objectives/Intended Outcomes (40)
• Articulate the goals/objectives/intended outcomes.
• Include a narrative summarizing past fine arts proficiency levels of students, and goals to maintain or improve fine arts proficiency of students.
• Address how funding will improve instructional quality and increase access for all students
**Sustainability (10)**

- Explain how programming/activities will be continued after the end of the grant period.
- If applicable, annotate additional funding/support services that are intended to increase sustainability.