



GENERAL GUIDELINES:

North Dakota Council on the Arts (NDCA) offers non-matching grant funds for poet visits to schools registered in the POL Program.

- Visits must take place before February 1, 2022.
- A total of \$14,000 is available for the 2021-22 school year. These funds will be allocated on a first-come-first-serve basis. Total amount of grant request may not exceed \$2,000.
- If your school would like more time with the poet than grant funds allow, you must use alternative funds to compensate according to the fee scale found below.
- Grant requests must be submitted no later than December 15, 2021. Late applications will not be considered.
- Poet visits are defined as a visit (in person or online) from a practicing poet who has agreed to work within the POL Program. Poets may work with small groups to coach students on individual performances and/or explore poetry, deliver assembly style performances to introduce poetry and the POL program to fuel excitement, or a combination of both. Profiles and contact information for the current list of visiting poets <http://www.ndpol.com/poets-in-schools-grant.html>
- The fee scale for poet visits is as follows (negotiable):
 - Fee per one-hour, small group Coaching/Poetry Exploration Session is \$350 per session. Maximum of 6 sessions. Small groups may not exceed 35 students.
 - Fee per one-hour Assembly Performances is \$600 per assembly. Maximum of 2 performances.
 - Additional costs for poet visits may include (negotiable):
 - Travel at state rate of \$.56 per mile.
 - Meals at state rate as needed. (Breakfast - \$7.00, Lunch - \$10.50, Dinner - \$17.50)
 - Lodging as needed per local rate.
- Applicants will receive Grant Award Notice and directions for completing the required Final Report via Email within 7-10 working days. **SAVE this information!**
- Grant funds will be dispersed directly to school upon successful completion of poet visit, submission of full and complete Final Report, and **project documentation**.

10 STEPS TO APPLY:

1. Contact visiting poet to determine availability and dates for visit. For list of participating poets see: <http://www.ndpol.com/poets-in-schools-grant.html>
2. Discuss goals with poet and collaborate on a plan for a meaningful visit (in person or online) that connects students to poetry and the POL program.
3. Complete pages 2-5 of this form. Mail form to: Attn: Rebecca Engelman, NDCA, 105 N. 4th St., Bismarck, ND, 58501, or Email as an attachment to: rengelman@nd.gov. Do not fax this document.
4. Wait 7-10 days for Email notification of Grant Award approval and Final Reporting instructions.
5. **Save approved and signed Grant Award and Final Reporting information to your files.**
6. Contact poet to confirm dates, time, and details concerning school visit.
7. Prepare students and implement project. **Document project with student/teacher feedback, photo images and/or video.**
8. **Pay poet immediately upon successful completion of school visit.**
9. Complete and submit Final Report and documentation. (All Final Reports must be received no later than March 15, 2022.)
10. Receive grant funds from NDCA after submission of documentation and approval of Final Report.



POETS IN SCHOOLS GRANT APPLICATION

(To be completed by Lead Teacher.)

This form must be filled out completely in order to receive funding for a poet visit to your school. It is designed, in part, to facilitate collaboration between the visiting poet and participating teachers prior to the actual visit. Through discussion and planning, the poet and teachers provide students with a meaningful experience that connects directly to the objectives of the POL program.

Mail or email completed form to: Attn: Rebecca Engelman, NDCA, 105 N. 4th St., Bismarck, ND, 58501, or rengelman@nd.gov. **Do not fax this document.**

GRANT NUMBER (to be completed by NDCA upon approval) # _____

SCHOOL/DISTRICT FEIN/TAX ID: (nine digit, hyphenated number) ____ -- _____

SCHOOL/DISTRICT DUNS NUMBER: (nine digit number) _____

1. School Name: _____

2. Physical Address: _____ City: _____ State: _____ Zip: _____

3. School Administrator or Principal: _____

▪ Phone number: _____ Email Address: _____

4. Lead Teacher: _____

▪ Phone number: _____ Email Address: _____

5. Poet conducting school visit: _____

6. Scheduled date of visit (must take place before Feb. 1, 2022): _____

7. Projected total number of students involved: _____

8. Will the visiting poet be working with small groups to coach students on individual performances and/or explore poetry, conduct an assembly style performance to introduce the program and get students excited about Poetry Out Loud, or a combination of both?

Please select one:

Coaching/poetry exploration sessions

Assembly performance

Combination of both

PROPOSED BUDGET

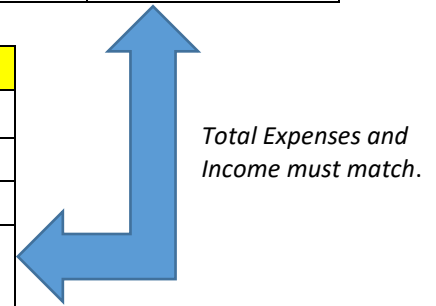
(Requests for additional grant funding beyond the max of \$2,000 must be made directly to the Arts in Education Director prior to submitting your application.)

EXPENSES (round all figures to the nearest dollar)

REQUEST	PER UNIT COST	TOTAL
Total # of classroom visits	\$350 per classroom (max of 35 students per class)	\$
Total # of school assemblies	\$600 per Assembly (max of 2 assemblies)	\$
Travel # round trip miles	(\$.56 per mile)	\$
Lodging # of nights	Per local cost	\$
Food # of days	(Breakfast - \$7.00, Lunch - \$10.50, Dinner \$17.50)	\$
TOTAL EXPENSES		\$

INCOME (round all figures to the nearest dollar)

INCOME SOURCE	TOTAL AMOUNT
NDCA GRANT REQUEST (\$2,000 max)	\$
School Funds	\$
Other Funds/Grants	\$
TOTAL INCOME	\$



What classroom teachers can expect from visiting poets:

1. To be respectful of school and classroom guidelines and culture
2. To be on time and prepared
3. To communicate in clear and timely fashion via email, phone, and/or video conferencing
4. To plan a lesson/coaching session or presentation that suits your student's needs
5. To alter, change, and/or modify their teaching methods and content based on your feedback and what is in the best interest of your students

What Poets need from classroom teachers/schools:

1. Specific goals for visit
2. Communication and collaboration
3. Specific date and time for visit
4. Directions for parking, protocol for checking in and out of the school
5. A cell phone contact if the poet gets lost or needs to change plans last minute
6. To communicate in a clear and timely fashion via email, phone, concerning details
7. **Presence in the classrooms and/or other venues such as auditorium at all times**
8. Oversight of classroom management
9. Manage # of students participating for each workshop (Please refer above for caps on all workshops and assemblies).
10. Complete and full payment upon completion of services



SIGNATURE/AGREEMENT PAGE

GRANTEE agrees to the following:

I have read this entire document (pages 1 – 5) and understand how I can and will use a poet visit at my school and how I can best prepare students for the poet's visit.

I understand that a certified teacher must be present at all times during the poet's visit.

I understand that once funding approval has been received I must follow directions (provided) for accepting my award by logging into NDCA's online system. (Directions will be provided.)

I understand that I must pay the poet for all expenses immediately following the project, prior to departure.

I understand that the amount awarded will be sent to the school as reimbursement upon completion of proposed project, submission of required documentation, and completion of full and complete Final Report. (Directions for completing the online Final Report will be provided.)

I understand the Final Report must be completed by March 15, 2022 or funding will be forfeited and returned to NDCA grant line.

I understand that by signing this agreement I am agreeing to send a POL School Champion to the ND State POL Competition.

I understand that I must accept termination and/or amendment of this agreement if funding received by the **COUNCIL** from federal, state, or other sources is not obtained and continued at levels sufficient to allow for payment of this agreement; and

I understand that I must hold harmless the state of North Dakota, the **COUNCIL**, and their agents for any claim, loss, or damages resulting from or incidental to fulfillment of this agreement.

COUNCIL agrees to:

- Provide consultation and support for planned activities as needed;
- Provide **GRANTEE** with instructions and assistance for accessing NDCA's online grant system and completing the grant process; and
- Provide \$_____ for the above services after receipt of this signed agreement and **GRANTEE'S** completion of the online Final Report in GO.

Lead Teacher Signature: _____ Date: _____

School Administrator Signature: _____ Date: _____

FUNDING APPROVED

Kim Konikow, Ex. Director: _____ Date: _____