

ATTACHMENT 1 - Technical Theatre and Traveling Theatre at Manhattan

2023 Arts Education Project Grant

Manhattan Middle School

Ms. Kristen Lewis
290 Manhattan Dr
Boulder, CO 80303

O: 720-561-6300

Mr. Brandon Price

290 Manhattan Dr
Boulder, CO 80303

brandon.price@bvsd.org
O: 720-561-6300

Application Form

Grant information and confirmation

Si prefiere leer esta información en español, por favor haga clic aquí. Se puede responder a la solicitud en español. Un miembro del personal de la Oficina de Artes y Cultura traducirá sus respuestas para que sean revisadas.

For this application in other languages please contact the Office of Arts + Culture Program Manager Lauren Click at clickl@bouldercolorado.gov.

PURPOSE: The Arts Education Project Grant provides opportunities for children in the City of Boulder to have unique experiences with practicing artists, access to tools and techniques, or improved instruction in the creative professions. The goal of the grant is to increase the exposure of students to unique and memorable experiences that may shape their future in cultural participation and creative careers.

Total Funds: \$30,000

Awards: Approximately 10 awards at \$3,000 each

Details: The award amount of \$3,000 is a maximum funding guideline. Smaller requests will be accepted.

Cycle: Annual

DEADLINE TO SUBMIT APPLICATION: Wednesday, April 19 at 11:59 p.m.

TIMELINE

- Wednesday, April 19 at 11:59 p.m. – Deadline for applications
- April 19 to 26 – Review by staff for eligibility and revision by applicants if necessary
- April 26 to May 10 – Preliminary review and score by panel (15 days)
- May 10 to 17 – Score processing by staff
- May 17 – Preliminary scores and comments sent to applicants via email
- May 17 to 24 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@bouldercolorado.gov by Wednesday, May 24, 2023, at 11:59pm.
- May 24 to 31 – Response processing by staff
- May 31 – Responses sent to panel
- May 31 to June 14 – Final review and score by panel (15 days)
- June 14 to 23 – Processing of final scores
- June 23 – Final scores sent to applicants via email
- June 28, 2023 – Arts Commission meeting. Discussion and final decisions on grants

ELIGIBILITY REQUIREMENTS

- **General eligibility.** Meets all general eligibility requirements.

- **Open to educators, administrators, and presenters.** Classroom teachers and school administrators in public schools, private schools, home school associations, and non-traditional classroom settings, as well as artists / individuals / organizations collaborating with schools on programming are eligible.
- **Service area and programming.** Projects must have a significant component of public programming that takes place within the city limits of Boulder. This programming must meet the criteria described in the Chapter 14-1-2 of the City of Boulder Revised Code. For organizations, the applicant must demonstrate that they are headquartered in the city limits of Boulder. For individuals, the applicant must demonstrate that they reside at a permanent household address in the city limits of Boulder. Applicants may also demonstrate that they are partnered with a Boulder-based artist or organization. Examples of documentation to demonstrate being headquartered or residing in Boulder may include a utility bill, phone bill, pay stub, renter's or mortgage bill, lease, insurance policy, or other official document. P.O. Boxes are not acceptable. The term "city limits of Boulder" is defined in the Boulder Valley Comprehensive Plan. For additional information on the planning area and Comprehensive Plan visit this link. As a shorthand, office staff use addresses with the zip code starting with 803— to determine if it is in the acceptable area.
- **Timing.** Projects must take place after the grant deadline and end before the end of the 2024 spring semester.

REVIEW PROCESS

- **Deliberation.** Applications are reviewed by the Boulder Arts Commission grants panel. Final funding decisions are made at public Boulder Arts Commission meetings. See schedule.
- **Evaluation of applications.** Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the Boulder Arts Commission looks for indication of growth and a fresh approach to their work.
- **Evaluation criteria**
 - Benefit to students (Maximum 8 points)
 - Complementing curriculum (Maximum 8 points)
 - Proposed outcomes and evaluation strategy (Maximum 8 points)
 - Community Priorities (Maximum 8 points)
 - Cultural equity (Maximum 8 points)
 - Encouragement points (Maximum 4 points)
- The complete scoring system and rubric for the Arts Education Project Grant can be found here.

APPEALS PROCESS

Written appeals process. The deadline for a written appeal is 14 days after funding decisions has been made by the Boulder Arts Commission. The appeals process can be found on our website.

GRANT AWARDS

- **Notifications and dispersal of funds.** Staff notifies all applicants if their Application has been successful and begins the process of securing supporting information and issuing payment for successful applicants. Grantees must contact the grant coordinator to arrange for payment. Checks are sent by mail or electronically to bank accounts designated by the applicant.

- **Communications.** All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person's responsibility to communicate Boulder Arts Commission requirements of the grant award to collaborators or other participants. This includes, but is not limited to, requirements for compliance with grant agreements, identifying Boulder Arts Commission sponsorship on publicity materials, and reporting.
- **Implementation.** Grantees shall implement programs / projects as outlined in the grant application. Any change to the project, venue, Grantee address, schedule, or staff / team members must be reported to culturegrants@bouldercolorado.gov.
- **Award amount.** The Boulder Arts Commission reserves the right to adjust the amount of a grant award offered to an Applicant.
- **PERA impacts.** Retirees affiliated with the Colorado Public Employees Retirement Association (PERA) will be impacted by a withholding requirement enacted by the Colorado State Legislature if awarded an arts grant. Details are available on the PERA website. See "Disclosure of Compensation."
- **Vendor Forms.** Grantees must submit a City of Boulder vendor form and current IRS W-9 form in order to receive the grant award. The W-9 must be in the same name as the Grantee named on the grant application. Individual Grantees must also submit a Determination of Independent Contractor / Employee Status for Payment document and copy of their Driver's License. Applicants will receive the appropriate forms from payments@bouldercolorado.gov. Failure to supply a proper W-9 may invalidate the grant award.
- **IRS taxation.** Grant awards are non-transferable, taxable and are reported to the federal government.
- **Agreement.** When a grant award is made by the Boulder Arts Commission, the successful Applicant will be contacted by staff to sign a Grant Letter of Agreement. In that agreement, the Grantee will indicate the completion date of the project and the date a grant report will be submitted.
- **Issuance of funding checks.** Once the agreement is signed, staff of the Office of Arts and Culture will submit it to City Finance along with the invoice. Funds/checks are delivered within the next three weeks. Grants are initially funded at 80 percent of the grant amount awarded. The remaining 20 percent of the grant awarded is paid out upon receipt and Boulder Arts Commission approval of the grant report. Failure to submit a final grant report will result in ineligibility to apply for future grants.
- **Acknowledgment of Boulder Arts Commission funding.** All publicity for Boulder Arts Commission-funded projects must include the following credit line: *This project is funded (or funded in part) by a grant from the Boulder Arts Commission, an agency of the Boulder City Council.* In lieu of the credit line, the Boulder Arts Commission Logo may be used. The Grantee must sign a release form and submit photographs and/or videos of the project that the Office and Arts and Culture may use on its website, social media, printed materials or for any other publicity purpose.
- **Thanking City Council.** It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit the City Council website page to find out more about contacting City Council members.

REQUIRED REPORTING

- **Timeframe for reporting.** The grant report is due one month after the project is completed.

- **Method.** Submit the report through the online system access through the boulderarts.org website. Log in with the same user name and password utilized to submit the application. After logging in, go to the 'Dashboard', then you'll see a 'Follow Up' section for the grant. On the far right is the 'Edit' button. That will take you to complete the final report.
- **Extension requests for reporting.** If circumstances delay the Grantee's ability to complete the project and/or the report, the Grantee must notify the Boulder Arts Commission before the original report deadline by submitting an email addressed to the Boulder Arts Commission at culturegrants@bouldercolorado.gov with the following information:
 - o an update on the project status,
 - o a request to change the project completion date, and
 - o new report due date.
- **Responsibility.** The Grantee is responsible for submitting a report by the due date. The Boulder Arts Commission recommends reviewing the online report form well in advance. There is no grace period for the report.
- **Consequence of Delinquent Report.** Unless an extension request is approved by the Boulder Arts Commission in advance of the due date, all individuals or organizations / businesses attached as collaborators on the project will no longer be eligible to apply for Boulder Arts Commission grants until the delinquent report has been received.

Certification*

I certify that I have read the above information and that this project meets the Boulder Arts Commission's eligibility requirements and, if a funding award is made, will continue to comply with the Boulder Arts Commission's requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting.

I certify

Applicant information

Discipline*

Select your discipline. If multi-discipline, please check all that apply.

Theater

Tax status*

Cultural organizations/businesses are eligible. Nonprofit status is not required for this category.

Nonprofit

For individuals: organizational affiliation

Even if an organizational affiliation is stated, awards will be made to the individual whose account is associated with this application. If no organization affiliated, please state 'none'.

Manhattan Middle School

Project information

Project title*

Technical Theatre and Traveling Theatre at Manhattan

Amount requested*

The maximum award amount offered is \$3,000.

\$2,700.00

Project summary*

A brief overview of your project. Include how it will connect with or complement the class curriculum, how many students the project will reach, if the project will benefit underrepresented populations, and the benefits that you expect for the students.

This grant proposal is a two-part proposal with the first being for technical theatre at Manhattan and the second being for traveling theatre. At Manhattan the past two years we have had over 100 students involved in the fall play. I would like to split this into two plays to give more students opportunities. For me to do this I will need a technical director for the fall to help organize the students interested in costumes, set, lights, props, sound, painting, and marketing. Directing and doing tech at the same time the tech students often get less of my attention and this is the area where my skills are minimal. As the theatre arts teacher at Manhattan Middle School for the Arts and Academics, I have made it my mission to bring theater from our school to the community. The theater focus class this year traveled to 3 elementary schools for 4 performances of Fairytale Invasion, a play for young audiences. As well as the schools we also traveled to the Boulder Public Library and put on the show for the public for free. What I am asking for is money for bus transportation and library rental fees. This will assist in getting theater out to the community and start to blossom a love of theater for our elementary students.

Project calendar*

Projects must take place after the grant deadline and end before the end of the 2024 spring semester.

Tech for the Fall Plays August-November 2023

Students will start picking, rehearsing and building the traveling show in the fall with shows happening in late November early December

Classical Monologue Show in February Possible at the Library

Project location*

Where do your projects take place?

Manhattan Middle School, Boulder County Public Library Canyon Theater, Possible Elementaries Creekside, Whittier, Flatirons, Eisenhower, BCSIS

Project completion date*

This is the last day of any public event related to the project. Projects must take place after the grant deadline and end before the end of the 2024 spring semester.

04/05/2024

Date grant report is due*

One month after the project completion date.

01/31/2024

Panel evaluation

Bulleted responses are encouraged in these sections.

Benefit to students*

In what ways will this project directly benefit the students and their growth as cultural participants or in the creative industries? What new skills or experiences will be offered?

This will increase the skill in the technical theater realm of students who are interested in the backstage side of theatre. All tech at Manhattan Middle School is done by students and by offering the chance for them to work with a professional will be able to provide them with more skills than I am able to offer while directing at the same time. The traveling show is a new addition to Manhattan and after a very shoestring attempt this past year being able to take a bus to the schools will allow the students to get the feel of an educational tour. They will still build and paint the sets and pick the show, but this grant will allow the students more flexibility in their options and allow us to reach out to more schools. This will also give them the chance to give back to the community through performances at the library. After each show, students do a talkback and answer questions that the audience asks. This gives the students a chance to enhance learning by sharing and reflecting on their process as actors and crew members.

Complementing curriculum and offerings*

How does this project enhance, or fill a gap in, the generally available curriculum and offerings? For more information about Curriculum in Colorado visit this website.

The big three things in Theatre are Create, Perform Critique. The technical theater piece will really enhance the big three in the technical realm for students. I am only able to teach tech theatre design in class in a very limited form so having someone able to work directly with students who have that passion would enhance

the technical theatre program at Manhattan. Having access to buses will enhance the traveling piece because it will allow us to go to more schools and more easily schedule our availability instead of hoping for parent volunteer drivers. Theatre as a form of community engagement is a big piece and having the students find the piece with a message they think is important for elementary students to learn is a part of students larger learning as participants in society.

Proposed outcomes and evaluation strategy*

Describe your evaluation strategy for this project and how you will collect data. How will the benefits to the students be measured?

I will survey students after the completion of the project and ask students to compare and contrast their experience with previous experiences at Manhattan. The number of students we are able to perform for and audiences for community shows compared to the previous year. An increase in exposure will be seen as a positive benefit.

Community Priorities

The City of Boulder's Community Cultural Plan is a visioning and strategic document that describes how the people of Boulder will align efforts, with the support of the municipal government, to achieve our collective vision: Together, we will craft Boulder's social, physical, and cultural environment to include creativity as an essential ingredient for the wellbeing, prosperity, and joy of everyone in the community. The Community Priorities are six points that summarize the community's most common responses in answer to the question, "What is your vision for Boulder's culture and creative economy?". Reference: Cultural Plan and Community Priorities.

Community Priorities*

In what way will this project contribute to one or several of the Community Priorities described in the Community Cultural Plan? Does the project contribute to one priority thoroughly? Or, does it address many? What specific benefits to the community are planned? How will success be measured?

Examples of ways to demonstrate impact on the Community Priorities may include descriptions of how your project or organization:

- Supports artists and creative professionals by providing professional development programming.
- Contributes to Boulder's creative identity and creates a vibrant cultural destination through high artistic merit and excellence in the practice of a medium or discipline.
- Engages the community in civic dialogue about the arts through interactive outreach in the neighborhoods.
- Adds creativity in the public realm by engaging underserved populations in art making for their community.

This project will contribute to Boulder's creative identity, as the only public arts school, by taking our students out into the community to produce their art for the community of Boulder. The students at MMS will be stewards of theatre and encourage student participation in theatre in elementary. Building this love of theatre through our elementary and middle school will help infuse our high school programs which have suffered due to the Co-Vid pandemic. Students are able to engage in community dialogue with talkbacks after their traveling performances. It is really easy to focus on acting, but building the skill and love of technical theatre will give students new skills, but more importantly our 8th graders will be able to take leadership positions and teach our 6th and 7th graders and continually grow our technical knowledge.

Cultural equity*

Among the goals of the Boulder Arts Commission is to encourage the equitable, fair, and just distribution of funds in support of the community. This includes providing support to applicants whose organizational leadership or audience represent groups who are typically underrepresented, i.e. culturally diverse groups, organizations focused on age diversity, etc.) Describe how your project does or does not fulfill one or several of these categories. Describe how your project will address affordability, availability, accessibility, accommodation, and acceptability to diverse groups. For reference, please review the Boulder Arts Commission and Americans for the Arts Statements on Cultural Equity.

References:

Boulder Arts Commission Statement on Cultural Equity

Americans for the Arts Statement on Cultural Equity

Manhattan Middle School is one of the more diverse schools in the district with over 30% minority students. One of the things that I think makes Manhattan Special is that it is a safe place for LGBTQ students. This is not a data point that the district collects but anecdotally and from having experiences at other schools in the district, I have noticed a high population of students in the LGBTQ spectrum and see the openness and acceptance that is expressed for these students. Students are able to participate in all performances for free the only fee that is ever charged is a 10\$ script fee as the cost of scripts can be large. Students are provided all the materials to work with technically and actors are provided with all the costumes for each performance. We never charge a fee for audience members, we only accept donations for shows. Shows for the elementary and library are always free of charge to the elementary and the community that comes to the library. We have a no cut policy at Manhattan so we accept every student that has an interest and for classes every student that asks for theater focus as long as it fits in their schedule they are accepted. The only thing we ask is attendance for all tech week rehearsals.

Additional Questions

Encouragement points.

Among the goals of the Boulder Arts Commission is to encourage the equitable, fair, and just distribution of funds in support of the arts community. Panel members use these “extra points” to balance the scoring, emphasizing applications which tend to score lower in standard categories or historically are underrepresented in grantmaking. Commissioners will be looking for these elements in your responses above.

Examples include:

- First-time applicants and those who have never been awarded a grant.
- Youth applicants who are applying with the help of a mentor of legal age.
- Have the potential to support community and participatory culture and non-professional artmaking.
- Applicants for whom English is not their first language.
- Non-western European art forms or other forms of culture that have typically been disadvantaged by the systems and traditions of grantmaking.
- Elements of the application that the panel member determines will significantly advance stated priorities of the Arts Commission, important issues in the community outside of the arts, or other impacts that are not expressed in the other scoring criteria.

Encouragement Points 1*

Please check this box if any of these are addressed in your application.

Yes

Encouragement Points 2*

Are you a first time applicant or have you not been awarded a grant before from the Commission?

Yes

Attachments

ATTACHMENTS

The following attachments are required. Please title your attachments according to the headings listed below.

Budget summary*

Provide a brief budget summary for this project including all revenue (monetary and in-kind contributions, including this grant) and expenses. Please title the attachment "Budget summary". Permitted file types: xl, xlsx, pdf.

Budget for Arts Grant.xlsx

Partner/Collaborator List*

Provide a list of each individual / organization that has a significant coordinating role in this project. Please title the attachment, "Collaborator list". Include their name, contact information, and role. Permitted file types: doc, docx, pdf.

Partner_Collaborator List Arts Grant (1).docx

Venue confirmation letter*

Attach confirmation from the hosting venue that the project is approved and scheduled. Please title the attachment "Venue confirmation letter". Permitted file types: doc, docx, pdf

Venue Confirmation Letter.docx

Service area confirmation*

Attach confirmation to demonstrate that you are headquartered Boulder, reside in Boulder, or are partnered with a Boulder-based artist or organization. Examples of documentation to demonstrate being headquartered in Boulder may include a utility bill, phone bill, pay stub, renter's or mortgage bill, lease, insurance policy, or other official document. P.O. Boxes are not acceptable.

Service Area Confirmation.docx

Letters of support

Attach any letters of support that will be useful in understanding community involvement and enthusiasm for the project. This is optional. Please title the file, "Letters of support". Permitted file types: doc, docx, pdf

Other support materials

Attach any documents that will help the jury fully understand the project, including videos and other materials that may help the commission evaluate artistic quality. This is optional. Please title the file, "Support materials". Permitted file types: doc, docx, xl, xlsx, pdf

Submission and signature

Application on the website (optional)

I certify that, if funding is awarded, my application may be presented on the boulderarts.org website. The Office of Arts and Culture staff will send a copy of the document to the applicant listed for approval in advance of posting on the website.

Yes

Certification*

I certify that all information contained in this application and attachments is true and accurate. All funded activities must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, color, creed or religion.

I certify

Full name*

Brandon Price

Submission date*

04/18/2023

TO COMPLETE AND SUBMIT YOUR APPLICATION

All required fields must be filled in with the appropriate information and/or attachments. Click on the "Submit Application" button and an email notification that your application has been received will be sent. If you do not receive a confirmation email, please notify staff immediately. Note that once the application is submitted, it

cannot be revised or added to. Please make certain that you have included all information and attachments prior to submitting.

File Attachment Summary

Applicant File Uploads

- Budget for Arts Grant.xlsx
- Partner_Collaborator List Arts Grant (1).docx
- Venue Confirmation Letter.docx
- Service Area Confirmation.docx

| Description | Cost 1 unit | # of units | Total Cost |
|------------------------------------------|---------------------------|------------|------------|
| Part 1 | Technical Theatre | | |
| Technical Theater Director | 1,500\$ | 1 | 1,500\$ |
| Part 2 | Travelling Theatre | | |
| Bus to Elementary Schools 120 round Trip | | 5 | 600\$ |
| Library Rental | 300\$ per rental | 2 | 600\$ |
| | | | 2,700\$ |

The following are Partners/Collaborators we have worked with in the past:

Boulder Public Library - Head of Canyon Theatre Amy Campion CampionA@boulderlibrary.org

Creekside Elementary School Principal Francine Eufemia <francine.eufemia@bvsd.org>

Flatirons Elementary School Principal Scott Boesel <scott.boesel@bvsd.org>

Whittier Elementary School Principal Sarah Oswick <sarah.oswick@bvsd.org>

Partners we are hoping to add this year with this funding

Eisenhower Elementary School Principal Brady Stroup <brady.stroup@bvsd.org>

BCSIS Principal Phil Katsampes <phil.katsampes@bvsd.org>

Technical Theatre Director will be secured after grant approval.

Being the theatre arts teacher at Manhattan Middle School I am the chief scheduler for events at Manhattan's auditorium. With the Library and Elementary schools, we work with them to find time and space available in their spaces.

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- Music
- Physical Education
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- Gifted and Talented
- Computer Science and Applied Technology
- Theater**
- World Languages
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- 7th Grade
- 8th Grade
- Course Catalog
- Counseling
- Athletics & Activities
- School Life
- Open Enrollment
- Back to School Night
- Phoenix Palooza 22-23

THEATER



MEET OUR TEACHERS



BRANDON PRICE

Job Title: Teacher

Email: brandon.price@bvsd.org

Phone Numbers:
School: 720-561-6325