



**PERPICH**

## **MINNESOTA'S COMPREHENSIVE ARTS PLANNING PROGRAM (CAPP)**

### **GUIDELINES AND PROGRAM INFORMATION FOR FY20 CAPP**

**School Years 2019-2020, 2020-2021**

Perpich Center for Arts Education seeks applications for participation in the **Comprehensive Arts Planning Program (CAPP)**, pending final funding approval for fiscal years 2019-2021 (July 1, 2019- June 30, 2021) by the Minnesota State Legislature. Perpich Center for Arts Education anticipates the funding to be \$2500 per year (school year 2019-2020 and school year 2020-2021) based on an appropriation by the Legislature

#### **Criteria for Selection:**

- Level of district's commitment to arts education
- Clarity of goals and focus on improving arts education
- Need for guidance and technical assistance in developing a comprehensive arts education program
- Evidence of community support
- Balance of representation by geographic location, percentage of students on free/reduced lunch and size of the district

#### **Selection Process and Notification**

Applications are reviewed by the members of a State CAPP Selection Committee, with representatives from state discipline-specific arts education organizations. Each selection committee member individually reviews each application. Following individual review, the committee convenes to finalize selections. Applicants will be notified of the the committee's decision by email on or about Monday, May 13, 2019.

#### **Eligibility**

Comprehensive Arts Planning Program (CAPP) is open to all public school districts or group of districts (paired, combined or consolidated) in Minnesota.

**APPLICATION DEADLINE: MONDAY, APRIL 22, 2019**

## **Guidelines and Program Information**

### **Purpose and History**

The Minnesota Comprehensive Arts Planning Program (CAPP) is a program of the Perpich Center for Arts Education. The purpose of this legislatively-funded program is to support and assist a local district/community planning team in creating a district-wide, three-year strategic plan to address arts education policies, programs and partnerships for students in the district and community. Support and assistance during the two-year state program includes funds for planning and implementation of the plan, resources, consultation, training and regular opportunities to meet with other community teams engaged in the CAPP program.

Since its inception in 1983, over 200 school districts have participated in the CAPP program. More than twenty years ago, arts standards for K-12 education were included in legislation. The CAPP program continues to provide structure and vision to fulfilling this legislation. CAPP success demonstrates that the effort of a broad-based district/community team is essential to development of a sound and sustainable plan for arts education.

### **Program Structure**

Initially, the CAPP process involves selecting co-chairs that receive professional development to lead a local CAPP committee. Co-chairs are responsible for identifying “stakeholders”- individuals with an active and wide-ranging interest in the arts and arts education in their school district. This CAPP committee has the responsibility to create a comprehensive arts education plan acceptable to the district and community.

In year one, CAPP teams conduct a needs assessment and engage in a strategic planning process to design a district-wide, three-year arts education plan, which is presented to and approved by the school board. In year two, CAPP sites implement the first year of their three-year plan and evaluate their progress. CAPP co-chairs from each site gather three times each year to participate in professional development to build leadership capacity. In year three and four, the CAPP committee continues to meet and monitor progress of their strategic plan.

### **Program Outcomes**

The following are the desired outcomes for CAPP sites. Each site’s CAPP team will determine strategies that will help their schools and communities achieve these outcomes.

1. All students K-12 participate in a comprehensive, standards-based, student-centered curriculum that produces measurable results.
2. The CAPP committee creates a needs assessment to determine the needs and opportunities which will inform the three-year strategic plan.
3. The CAPP committee develops a workable, sustainable CAPP strategic plan specific to the district and community.
4. The CAPP committee establishes and maintains collaborations and communications between district arts programming and the community.

5. The CAPP committee establishes and maintains sustainable arts education leadership within the school district and community.
6. The CAPP committee must evaluate its impact and involvement in the program.

### **Minimum Requirements**

To apply, a district must have the ability to:

- Designate committee co-chairs with sufficient authority to implement the program.
- Create a committee comprised of school district and community members whose function is to envision, plan and implement a comprehensive three-year arts education plan for the district.
- Designate a district administrator to serve as a liaison to the CAPP committee and attend at least one of three CAPP Leader Meetings held each year.
- Secure school board approval for the three-year plan developed by the CAPP committee.
- Provide a letter of commitment from the Superintendent of the district to the CAPP program.

### **Program Expectations**

- CAPP committee co-chairs must maintain regular communication and submit committee meeting minutes to the CAPP Director, to keep the Director apprised of progress.
- CAPP committee co-chairs must submit a draft plan to the CAPP Director by April of 2020.
- CAPP committee co-chairs must attend ALL state meetings and serve as liaisons to their district and committee, and distribute information from the CAPP program.
- District financial personnel are required to keep detailed records of CAPP accounting, including receipts for all expenditures and communicate regularly with CAPP co-chairs.
- The school district is to send an administrator or school board representative to a designated CAPP Leaders meeting.

## **Use of CAPP funds**

*CAPP grant funds may be used for expenditures in the following categories:*

### **Awareness and Advocacy**

- Resources and memberships in professional organizations, subscriptions to arts education journals etc. for the committee and others
- Expenses related to advocacy of CAPP and/or CAPP-sponsored arts events

### **Conferences, Consultants, Peer Mentoring**

- Stipends for co-chairs (for planning or meeting outside of the regular school day) and hired facilitators to assist in meeting the CAPP mission
- Registration fees for related conferences, workshops etc.

### **Marketing and Public Relations**

- Design and printing of information brochures, surveys, CAPP plan etc.
- Printing and production of CAPP promotional items
- Refreshment at CAPP meetings

### **Travel, Lodging, Per Diem**

- Release time for teachers to attend state sponsored meetings or to attend meetings within the school district related to CAPP work
- Travel costs (lodging, mileage and meals) associated with any state sponsored meetings related to CAPP
- We encourage CAPP teams and school districts to reimburse CAPP co-chairs for meals while at Perpich-sponsored CAPP events. CAPP funds may be used to reimburse food costs.

*CAPP grant funds may NOT be used for:*

- Equipment and/or materials (books, resources, instruments) for classroom use
- Capital improvements

**A written report must be submitted at the end of each fiscal year: an interim report by June 15, 2020 and a Final Report by June 1, 2021.**

The Interim report (by June 15, 2020) is to include:

- A school board approved three-year strategic plan, published and suitable for public dissemination
- Committee membership (names, titles, email addresses)
- An end- of-year budget report

The Final report (by June 1, 2021) is to include:

- A status report of accomplishments for the two years of the program (implementation year one 2020-2021)
- An end-of-year budget report
- Second-year work plan

**Failure to comply with program rules and processes may result in termination of the CAPP agreement and a return of monies received by the school district.**