Minnesota's Comprehensive Arts Planning Program (CAPP)
PROGRAM INFORMATION AND GUIDELINES FOR APPLICATION
Charter School Cohort 2027-2029

Program Information

Purpose and History

The Minnesota Comprehensive Arts Planning Program (CAPP) is a program of Perpich Center for Arts Education. The purpose of this legislatively-funded program is to support and assist a school district or a charter school arts planning team in creating a district-wide, three-year strategic arts plan. This plan addresses arts education policies, programs, and partnerships for students in the district and community. Since its inception in 1983, 215 Minnesota school districts have participated in the CAPP program. CAPP success demonstrates that the effort of a broad-based district arts team can be essential to the development of a sound and sustainable plan for arts education.

The 2027-2029 CAPP cohort will feature a new cohort for charter schools. Because of the unique structure of charter schools throughout the state of Minnesota, the Comprehensive Arts Planning Program would like to offer a cohort that is tailored to the programmatic needs of charter schools.

Program Structure

- Initially, the CAPP process involves selecting co-chairs. Co-chairs should be arts specialists, but if you do not have arts specialists on staff, elementary generalists interested in receiving professional development in the arts could lead your local CAPP committee.

- Co-chairs identify school and community members with active and wide-ranging interests in the arts and arts education to work with their committee. This CAPP committee has the responsibility to create a comprehensive arts education strategic plan.

- In year one (2027-2028), the CAPP committee conducts a needs assessment and engages in a strategic planning process to design a school-wide, three-year arts education plan. This plan is presented to and adopted by administration and/or the charter's school board.

- In year two (2028-2029), the CAPP charter school will implement the first year of their three-year plan and evaluate their progress.

- Formal support and assistance in the CAPP program for this cohort ends in the spring of 2029, but the CAPP committees will continue to meet for two more years (2029-2031) to implement the second and third years of their plan.

What support can you expect as a CAPP charter school?

- Each CAPP charter school must designate a minimum of two co-chairs, preferably at least one arts specialist, if that position exists within the charter school. If the charter school does not employ an arts specialist, we would request at least two, if not three, classroom teachers who are dedicated to teaching the arts in their classrooms.

- Co-chairs from all of the selected charters form a cohort to serve as peer-to-peer mentors throughout the two-year program.

- The cohort of CAPP co-chairs gathers three times a year for professional development with the CAPP Specialist and other Perpich staff, as needed. Each workshop is six hours, 9:00 a.m. to 3:00 p.m., with lunch provided.
    - **Full Day CAPP Kickoff -** Monday, August 9, 2027 at Perpich Center
    - **Full Day Winter Workshop -** Tuesday, February 9, 2028 at Perpich Center
    - **Full Day Spring Workshop -** Tuesday, April 26, 2028 at Perpich Center
    - **Full Day CAPP Workshop** - August 2028 at Perpich Center
    - **Full Day Winter Workshop** - February 2029 at Perpich Center
    - **Full Day Spring Workshop** - May 2029 at Perpich Center

- Within each district, the CAPP Specialist leads two on-site workshops for the local CAPP committee. This will happen in the fall of 2027 (strategic planning workshop) and the fall of 2028 (implementation plan workshop).

- Throughout the program, CAPP co-chairs check in regularly with the CAPP Specialist, virtually and/or in-person.

Financial Contract

- The amount of the financial contract will be $3,000 for each school year of the program. (This support is available for both the 2027-2028 school year AND the 2028-2029 school year of the 2027-2029 charter school cohort.)

- *This program is not a grant; rather it is a contract with four deliverables throughout the two years of the cohort. As such, money is not provided at the beginning of the program but is paid out after the receipt of each program deliverable.*

Program Outcomes

The following are the desired outcomes for CAPP sites. The local CAPP committee in each district determines strategies that help their schools and communities achieve these outcomes.

1. All students in grades K-8 meet the Arts standards in at least two arts areas; all students in grades 9-12 earn at least one credit sufficient to satisfy all of the Arts standards in one arts area. The curriculum for each arts area is comprehensive, standards-based, and student-centered.

2. A comprehensive assessment is undertaken to determine the needs and opportunities which will inform the three-year strategic arts plan.

3. A workable, sustainable three-year strategic arts plan is developed, specific to the charter school and community.

4. Collaborations and communications between CAPP arts programming and the community are established and maintained.

5. Sustainable arts education leadership within the charter school and community is established and maintained.

6. The impact and involvement of the CAPP committee itself is evaluated.

Local Initiative Examples from previous CAPP Cohorts (2019-2027)

- Create a scope and sequence to align K-12 Visual Arts which will include district-wide documentation of grade level scope and sequences along with a vertically articulated benchmark progression that supports consistent skill development and assessment for all students.

- Investigate adding an annual unified adaptive music course grades 6-12.

- Look at inventory needs: band instruments, technology, document camera, projector to trace murals, drying rack, display cases for the school hallways, and band chairs. Work to get these items included for Capital Outlay and/or on curriculum review every 7 years.

- Create and organize a multi-arts Evening of the Arts event for the purpose of sharing smaller performances (scenes from the Spring play, ensemble performances, spoken word) and visual arts showcase to enhance collaboration between different arts areas, to provide community arts synergy, and to support fundraising.

- Integrate Dakota art and cultural elements into collaborative learning projects and mentorship activities. This involves incorporating Dakota art and cultural themes into existing curriculum, providing cultural competency training for staff, facilitating collaborative student projects, establishing mentorship programs with local Dakota artists, and organizing cultural events and celebrations.

- Introduce a biannual meeting for The Arts PLC Chairs, STEAM Coordinators and Communications Manager with the purpose to create and edit a communications calendar to share student voice/work and to align with programming, events, and Arts Student-of the Month recognition.

- Implement a structured course review process, including a yearly calendar, to evaluate course offerings, identify ways to introduce new learners to arts areas, and present proposals for course changes or new classes in alignment with district timelines.

- Develop an arts career pathway/exploration (career-focused experiences) for middle school and high school students.

- Improve alignment of class registration and class scheduling processes in regards to arts requirements.

- Analyze how to increase access to arts programming by collecting information regarding schedule and credit conflicts and communicating these conflicts to administration and counselors, and collecting data on current transportation opportunities and how it could benefit the after school arts programs.

- Conduct staff and student surveys to determine priorities for arts programming in the school district.

- Create short videos to publicize arts programs in the course catalog.

- Connect and build empowering arts partnerships within the community to strengthen the

connection between arts organizations and the school district.

- Build a community-sponsored fund for the purchase of instruments.

- Elevate and empower student leadership in arts programs (such as a student committee of arts supporters and student-designed performances and showcases).

Use of CAPP Funds

CAPP funds may be used for:

Substitutes, Time Cards, Stipends

- Substitutes for CAPP committee members when that group meets during the school day.
- Substitutes for CAPP co-chairs to attend the scheduled cohort meetings at Perpich Center or virtual (up to 3 meetings/year).
- Stipends or time cards for co-chairs and/or committee members per district guidelines (for planning or meetings outside of the regular school day).
- Refreshments and/or lunch at CAPP meetings.

Note: Additional hotel lodging and mileage reimbursement will be offered to co-chairs who must travel more than 50 miles one-way to attend the cohort meetings at Perpich Center (up to three per year).

CAPP funds may NOT be used for:

- Equipment and/or materials (arts supplies, books, resources, instruments) for classroom or after school use.
- Capital improvements.

Annual Written Reports

A written report must be submitted at the end of each fiscal year.

- The Interim report (by June 1, 2028) is to include your three-year strategic arts plan, adopted by district administration and/or school board, and published and suitable for public dissemination. An accounting of all CAPP fund expenditures must also be submitted.

- The Final report (by June 1, 2029) is to include a status report of accomplishments, lessons learned, and anticipated progress towards goals in the next two years of the strategic arts plan. An accounting of all CAPP fund expenditures must also be submitted.

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

Guidelines for Application

1. Eligibility

All public school districts, groups of school districts (paired, combined or consolidated, charter schools (which function as public schools districts) and Tribal schools operating in the State of Minnesota are eligible to apply for the upcoming Comprehensive Arts Planning Program (CAPP), with the exception of school districts in the current 2025-2027 cohort, which include Academia In Lak'ech, Alexandria, Big Lake (Music Department), Brainerd, Inver Grove Heights (Music Department), International Spanish Language Academy, Kasson-Mantorville, Little Falls, and Waconia.

Perpich Center for Arts Education seeks applications for participation in CAPP, pending final funding approval for fiscal years 2027-2029 (July 1, 2027- June 30, 2029) by the Minnesota State Legislature.

This program is a **school-wide initiative** Kindergarten through 12th grade. (If your charter school serves K-8, K-5, 6-12, or 9-12 students, it is eligible as well.)

2. Criteria for Selection

- Balance of representation by geographic location and size of the district.
- Need for guidance and technical assistance in developing a comprehensive, district-wide K-12 arts education program.
- Commitment and qualifications of co-chairs, district administration, and potential committee members.
- Level of district's commitment to arts education.

3. Selection Process and Notification

Applications are reviewed by members of the selection committee, including representatives from discipline-specific arts education backgrounds. Selection committee members will review each application individually. Following individual review, the selection committee convenes to finalize selections. Applicants will be notified of the committee's decision in early May 2027.

4. Minimum Requirements

To apply, a charter school must have the ability to:

- Designate local committee co-chairs, with sufficient authority to implement the program.
- Provide a letter of commitment to the CAPP program from their Executive Director.
- Create a committee of charter school staff and community members whose function is to envision, plan and implement a comprehensive three-year arts education plan for the charter school.
- Designate an administrator to serve as a liaison to the CAPP committee and attend at least one of three CAPP Conferences held each school year.
- Schedule, plan and execute four to six local CAPP committee meetings per year.

- Secure administration and/or school board adoption for the three-year strategic plan developed by the local CAPP committee.

5. Program Expectations

- CAPP committee co-chairs must maintain regular communication and submit committee meeting minutes to the CAPP Specialist, to keep the Specialist apprised of progress.
- CAPP committee co-chairs must attend ALL state meetings, serve as liaisons to their district and committee, and distribute information from the CAPP program.
- Charter school financial personnel are required to keep detailed records of CAPP accounting and communicate regularly with CAPP co-chairs.
- One administrator is expected to attend at least one designated CAPP Conference per year.

6. Application Timelines & Deadlines

- **Information Sessions:**
    - Friday, November 13, 8:00 a.m. to 9:00 a.m.
    - Friday, November 20, 12:00 p.m. to 1:00 p.m.
    - Tuesday, December 1, 3:00 p.m. to 4:00 p.m.
    - Monday, December 7, 4:00 p.m. to 5:00 p.m.
- **Application Opens:** Monday, December 14, 2026
    - Before the application opens, all questions can be directed to kristi.johnson@pcae.k12.mn.us
    - Once the application period opens, all questions must be sent to christy.coaty@pcae.k12.mn.us
    - These questions will be collected and answered in the FAQ addendum published on Friday, January 29, 2027
- **Deadline for Questions:** Friday, January 22, 2027 (4:00 p.m.)
- **Addendum Published for Questions:** Friday, January 29, 2027 (4:00 p.m.)
- **Application Closes:** Monday, February 8, 2027 (4:00 p.m.)
- **CAPP Cohort 2027-2029 Awardees Announced:** early May 2027

APPLICATION DEADLINE: MONDAY, FEBRUARY 8, 2027 at 4:00 p.m.