



Hawai'i State Foundation on Culture & the Arts (HSFCA)
Artistic Teaching Partners (ATP) Fellowship
Application Instructions
FY 2019

BASIC INFORMATION

ABOUT THE HSFCA:

HSFCA Mission – *To promote, perpetuate, and preserve culture and the arts in Hawai'i*

HSFCA Vision – *“We envision a thriving and vibrant Hawai'i enriched by culture and the arts”*

Purpose of the Artistic Teaching Partners (ATP) Fellowship - *To recognize Hawai'i's Artistic Teaching Partners for excellence in teaching artistry in their art form.*

The Artistic Teaching Partners (ATP) Fellowship meets the **HSFCA Strategic Priorities for 2019-2023:**

- Engagement – Enhance public engagement in culture and the arts
 - Increase the public profile of the arts through award and recognition programs, and other celebrations of excellence.

The Artistic Teaching Partners (ATP) Fellowship addresses the **Hawai'i Revised Statutes (HRS), Chapter 9:**

[§9-6] Qualifying standards for individual artist fellowships. Any individual applying for a fellowship shall meet all of the following standards:

- (1) The individual has proof of United States citizenship or permanent United States resident alien status and is a resident of the State of Hawaii at the time of application;
- (2) The individual is a recognized professional artist who:
 - (A) Engages in a particular art form or discipline as a result of education, experience, or natural talent; and
 - (B) Is financially compensated for engaging in the art form or discipline as part of the individual's livelihood; and for at least five years prior to the time of application. [L 1993, c 133, pt of §1]

[§9-7] Requirement for artists receiving an individual artist fellowship. Each artist who, after meeting the qualifications set out in section 9-6, receives an individual artist fellowship from the foundation, is required to hold an exhibition or give a performance for the benefit of the people of Hawaii. [L 1993, c 133, pt of §1]

ELIGIBILITY:

Eligibility of Applicants who are invited to apply - at the time of application

- Individual applicants are U.S citizens or U.S. permanent residents.
- Individual applicants are State of Hawai'i residents.
- Individual applicants are currently active roster teaching artists with the Artists in the Schools (AITS) Program and/or the Art Bento @ HiSAM Program. (See *ARTISTIC TEACHING PARTNER APPLICANTS below for specific criteria.*)



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- Only one application per individual applicant – Individual ATP or individual with an ATP Organization.
- Individual applicants must be compliant with state procurement requirements.

Applicants or applications that are not eligible at the time of application will not be accepted.

STAFF CONTACT:

For questions and application assistance:

Denise Miyahana, Arts Program Specialist
Hawai'i State Foundation on Culture and the Arts
Phone: 808-586-0771 Email: denise.miyahana@hawaii.gov

Please let Denise know if you intend to apply, no later than November 30, 2018, for planning purposes.

APPLICATION POSTMARKED DEADLINE:

Tuesday January 15, 2019 by 11:59 pm HST - postmarked due date and time, for mail or email.

Mail address for mailing:

Denise Miyahana, Arts Program Specialist
Hawai'i State Foundation on Culture and the Arts
250 South Hotel St., 2nd floor
Honolulu, Hawai'i 96813

Email address for emailing:

denise.miyahana@hawaii.gov

Complete set of application materials per these instructions are required. Any required application materials not received or postmarked by the application due date and time will not be accepted.

If you mail your application materials, you do not need to mail the application via express or private carrier. It is a postmarked deadline, so you can use regular mail.

Do Not fax any of your application materials. Faxed materials will not be accepted.

Applications received after the postmarked deadline will not be accepted.



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ATP FELLOWSHIP TIMEFRAME:

These are the approximate benchmark dates:

- November 2018 – Disseminate application information and materials to eligible ATP
- November 30, 2018 – Notify HSFCA about intent to apply
- Tuesday January 15, 2019 – Postmarked DEADLINE for all applications
- February 2019 – Panel meeting for review of applications for funding recommendations
- March 2019 – Board of Commissioners discuss and review funding recommendations; approve funding pending availability of funds
- May/June 2019 - Official notification to ATP fellows, pending availability of funds
- June 10, 2019 – Last day to encumber fellowship funds
- July 1, 2019 through June 30, 2020 – ATP Fellowship implementation period; public presentation
- June 30, 2020 – Final report to HSFCA

ARTISTIC TEACHING PARTNERS APPLICANTS

TEACHING ARTISTS ARE:

Teaching artists are ARTISTS with a passion for teaching with their art form, who are highly skilled in both their art form and as arts educators in the classroom.

This fellowship is about YOU, not your students or trainees, or your arts colleagues and organization.

FOR INDIVIDUALS:

The Artistic Teaching Partners Fellowship is for ATP AITS Roster individuals who are invited to apply:

- ATP individuals, or
- Individuals who are on an ATP Organization roster for AITS arts residencies.

CRITERIA FOR WHO IS INVITED TO APPLY:

- Individual ATP on the current SY2019 Artistic Teaching Partners roster.
 - Who have applied for at least one AITS grant for five (5) consecutive years from SY 2014 through SY 2018. HSFCA maintains information for this since this is an ATP requirement to remain active on the AITS roster.

AND/OR

- Who have conducted residencies with the Art Bento @ HiSAM Program for five (5) consecutive years from SY 2014 through SY 2018.



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- Individuals who are on their ATP Organization roster, for the current SY2019 Artistic Teaching Partners roster.
 - ATP Organizations that have applied for at least one AITS grant for five (5) consecutive years from SY 2014 through SY 2018. HSFCA maintains information for this since this is an ATP requirement to remain active on the AITS roster,

AND

- The Individual teaching artist must have been active on the ATP Organization roster for five (5) consecutive years from SY 2014 through SY 2018.

ADDITIONAL CONSIDERATIONS:

- ATP Individual or ATP Organization required attendance at a professional development workshop for teaching artists for five (5) consecutive years from 2014 through 2018. HSFCA maintains information for this since this is an ATP requirement to remain active on the AITS roster. *Note: ATP Organizations have the discretion to select the teaching artists on their AITS roster who will attend the HSFCA TA PD such as the annual Teaching Artists Institute (TAI) and be the ATP Organization representative. As such, individual teaching artists on ATP Organization rosters will not be penalized if they were not the representative to attend all of the TAI from 2014 through 2018.*

HSFCA also maintains information for all professional development workshops for teaching artists and classroom teachers that we have funded. This relates to our role with the ARTS FIRST Partnership and the Arts Education federal funds that we receive from the National Endowment for the Arts to support these PD workshops. The information includes:

- ATP attendance (individual ATP, individuals on ATP Organization rosters), within the five (5) year period of January 1, 2014 through December 31, 2018 - who attended workshops.
- Presenters/trainers who are Individual ATP or individuals on ATP Organization rosters), within the five (5) year period of January 1, 2014 through December 31, 2018 - who presented/trained/instructed/mentored at least once in at least one of the professional development workshops. This includes the TAAPP – Teaching Artist Apprentice Pilot Project.

ABOUT FUNDING

HOW THE ARTISTIC TEACHING PARTNERS FELLOWSHIP IS FUNDED:

HSFCA received a special FY 2019 general fund appropriation from the Legislature of the State of Hawai'i for recognition of individual artists in Hawai'i per HRS Chapter 9. The funds will be used for nominal program operations and for fellowship grants to the artist recipients,



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to be encumbered in FY 2019.

FELLOWSHIP AMOUNT:

The fellowship amount will be determined in the panel meeting. It is estimated to be between \$5,000 and \$10,000 per recipient.

STATE FISCAL REQUIREMENTS FOR FELLOWSHIP RECIPIENTS:

This information is provided so that you know what the fiscal expectations are, if you are selected for an ATP Fellowship.

Once a fellowship is awarded - in order to receive the fellowship, these are the forms that fellowship recipients will either need to sign and submit, or fill out and submit:

- Memorandum of Agreement Between the State Foundation of Culture and the Arts (SFCA) and YOUR NAME (contractor)

MEMORANDUM OF AGREEMENT
Between the
State Foundation on Culture and the Arts (SFCA)
and
(Contractor)
This Memorandum of Agreement sets forth the policies related to the finances and responsibilities for (service to be provided), which has been designated as (MTRJLJZ188C) (hereinafter referred to as "The Project").
The Project shall consist of all services necessary for (scope of services to be provided).
This agreement shall be in effect immediately until all financial transactions are completed and financial obligations are settled, no later than (date).
RESPONSIBILITIES
The Contractor shall work in cooperation with (SFCA, 000000) to ensure that all aspects of the Project will reflect the best interests of the SFCA. The Contractor agrees to provide professional services for the Project, in a proper and satisfactory manner as determined by the SFCA, and in accordance with the following scope of work, terms, and conditions of this Agreement, to provide and perform all services, secure and contract required services, personnel and volunteers, supplies, material, and equipment as necessary to complete all phases and components of the project as follows:
A. (Service to be provided)
1. (Description of service to be provided)
B. (Service to be provided)
1. (Description of service to be provided)
C. Key personnel requirement (staff or personnel involved with project).
TIME OF PERFORMANCE
A. The Contractor shall complete (the, 000000) by (date).
B. A Project report and financial statement (to include planned budget and actual expenditures) shall be submitted by the Contractor with the submital of the final invoice by (date).

- IRS form W9 – Request for Taxpayer Identification Number and Certification



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- State of Hawaii Employee/Employer Relationship Determination

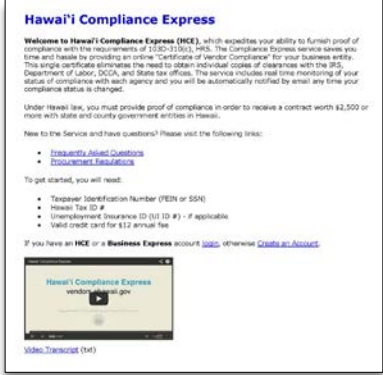
- State of Hawaii State Procurement Office Certificate of Vendor Compliance from Hawaii Compliance Express
(<https://vendors.ehawaii.gov/hce/splash/welcome.html?sessionId=DF2C0F43F675A2E6CB655A7FAA5DD0DA.prodapp1>)

It costs \$12 per year and you must register online with Hawaii Compliance Express.

You do not need to register with Hawaii Compliance Express to submit this ATP Fellowship application. If you are selected, then you would need to register.



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Hawai'i Compliance Express

Welcome to **Hawai'i Compliance Express (HCE)**, which expedites your ability to furnish proof of compliance with the requirements of 28DCC10-101, et seq. The Compliance Express service saves you time and hassle by providing an online "Certificate of Vendor Compliance" for your business entity. This single certificate eliminates the need to obtain individual copies of insurance with the DCS, Department of Labor, DCCA, and State tax offices. The service includes real time monitoring of your status of compliance with each agency and you will be automatically notified by email any time your compliance status is changed.

Under Hawaii law, you must provide proof of compliance in order to receive a contract worth \$2,500 or more with State and county government entities in Hawaii.


New to the Service and have questions? Please visit the following links:

- [Frequently Asked Questions](#)
- [Discounted Registration](#)

To get started, you will need:

- Taxpayer Identification Number (EIN) or SSN
- Hawaii Tax ID #
- Unemployment Insurance ID (UI ID #) - if applicable
- Valid credit card for \$12 annual fee

If you have an HCE or a **Business Express** account [login](#), otherwise [Create an Account](#).



Video Transcript (14)

Note: state procurement compliance for individuals is basically – are you up-to-date with your tax obligations, i.e. federal taxes, state income taxes, and state GET. Up-to-date means ALL of it, not just the current year or the last year.

For payment of the fellowship, SFCA fiscal will issue a Purchase Order (PO), after which you will need to submit an Invoice.

APPLICATION REQUIREMENTS

REQUIRED APPLICATION MATERIALS:

The **required application materials** are listed as follows:

- ATP Fellow Applicant Form.
- ATP Fellow Certification Form.
- ATP Fellow Letter of Reference Form.

Application materials will be emailed to ATP who are invited to apply, from denise.miyahana@hawaii.gov

WHAT YOU DO & DO NOT NEED TO SUBMIT:

DO submit:

- Application forms (see above).
- Optional – resume or CV for the period January 1, 2014 through December 31, 2018.
- Optional – one compelling photo (pdf page) of an artwork (for visual artists) or of you performing (performing artists).

DO NOT submit:

- Any work sample media (physical or electronic).
- Printed materials.
- Anything else.



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APPLICATION CONDITIONS:

(applications must meet the following conditions to be accepted)

- All application materials must be submitted by the **postmarked deadline** of Tuesday January 15, 2019, or emailed by 11:59 pm HST on Tuesday January 15, 2019. Any missing information or materials that are required by the postmarked deadline means the application is incomplete. Incomplete applications will not be accepted (see *REQUIRED APPLICATION MATERIALS* above).
- All applicants and applications must be **eligible** (see *ELIGIBILITY* above).

INSTRUCTIONS FOR FILLING OUT APPLICATION FORMS

APPLICATION PACKAGE PREPARATION:

The application forms are all writable Word.doc. The boxes expand as you type.

Word processing: Use a legible font such as Times Roman or Arial, and font size 10 to 12.

Since we need to make copies of your application for panel review:

- **Do Not** staple your application and support materials.
- **Do Not** bind your application and support materials, i.e. no 3-ring binders, folios or pockets, plastic sleeves, etc.

If you email the completed application:

- You can email the word documents, AND/OR
- You can email pdfs of the word documents

If you scan your documents, please be sure that the scans are easy to read (ps – no ugly scans).

APPLICANT FORM:

- **Contact information:** Phone is your preferred daytime phone number.
- About your Artistry and Teaching Artist Practice. The period under consideration is the past five (5) years, i.e. January 1, 2014 through December 31, 2018. Because we have kept records pertaining to the AITS applications and grants and the ARTS FIRST professional development, you do not need to provide AITS information. It's the other wonderful work that you have done that we would like to know about.
- We have three questions relating to your artistry and teaching artist practice and what you have accomplished – whether in the state or out-of-state (yes, international is ok). Tell us about your artistry, what do you do, and how you have kept actively learning and doing your



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art form. Tell us what you have done to keep actively learning and doing your teaching artist practice.

- You may attach a Resume or CV for the period that this covers, i.e. January 1, 2014 through December 31, 2018. It may be a word document or a pdf document.
- **1. Tell us about your artistry.** The panelists would like to know what your art form is and how you do it. Estimate how much % time you spend on just your artistic practice.
- **2a.** Briefly describe what you have done to **keep active with your artistry** (e.g. attended workshops and classes in your art form, performed, exhibited, created; have you learned new techniques, processes? what have you performed, exhibited, created?)
- **2b. List** these workshops, classes, performances, exhibits etc.
- **3a.** Briefly describe what you have done to **keep active with your teaching artist practice** (e.g. attended professional development teaching artist workshops and classes, receive training in specific teaching artist methods, taught as a teaching artist in professional development for classroom teachers, education administrators or teaching artists, etc.; have you trained in a new or different arts education method? learned new techniques? have you done other arts residencies, in-school or out-of-school? have you done arts education presentations, been an instructor or trainer, been a mentor in other arts education venues? Who were they for or Why?
- **3b. List** the professional development workshops, classes, trainings, etc.
- We are not asking for any work samples. You already did that when you applied to be an Artistic Teaching Partner. However, you may include a compelling photo (one page pdf, color) of you in action (e.g. performing) or of your art work, if this will help the panelists better appreciate your application. Be selective.
- **4. Optional.** IF you are including a **photo**, indicate Yes or No. Identify it, i.e. tell us what it is about in relation to your artistry or teaching artist practice.
- We have two questions for you to **share your thoughts about your future:**
- **5.** How do you think you might use the fellowship?
- **6.** What are your artistic and/or teaching artist goals for the future?

CERTIFICATION FORM:

- Each Applicant must submit this form.
- Esignatures or pdfs of signed Certification Signature Forms are acceptable.

LETTER OF REFERENCE FORM:

- Use the Letter of Reference Form.



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- Letter of Reference should be written and signed by someone who can speak to the individual's artistry and artistic accomplishments; teaching artistry and accomplishments – particularly during the period of January 1, 2014 through December 31, 2018.
- Letter of Reference Form from someone in your arts organization or school is ok.
- **Do Not** ask family members to write you a Letter of Reference.
- Letter of Reference from current HSFCA employees, contracted Staff or Commissioners **are prohibited and will not be accepted.**
- Letter of Reference Form may be submitted by the Applicant or by the Applicant's referee. Letter of Reference Form that is submitted separately must still meet the application due date and time.

ADDITIONAL INFORMATION

ATP RESPONSIBILITIES:

- Fellowship payments must be in compliance with State procurement procedures. Therefore, fellowship recipients must be compliant with all of their tax obligations (i.e. federal and state income taxes, state general excise tax).
- Participate in a public presentation. (see next section on HSFCA RESPONSIBILITIES)
- We recommend that grantees thank their own legislators for the public funding support – with a letter, or email or personal visit.

Public Information and Credits

- For printed materials, such as flyers and playbills, the HSFCA logo is to be used.
- Required language for credits & acknowledgements *“This program is supported in part by the State Foundation on Culture and the Arts through appropriations from the Legislature of the State of Hawai'i.”*

HSFCA RESPONSIBILITIES:

- The fellowship is dependent upon availability of funds.
- HSFCA reserves the right to limit the number of fellowships and the dollar amount of the fellowship.
- HSFCA reserves the right to continue or discontinue a fellowship.
- HSFCA may sponsor a public presentation format at the Hawai'i State Art Museum, so that Artistic Teaching Partners Fellows may present all together.

HOW APPLICATIONS ARE REVIEWED AND EVALUATED:

Receiving and Processing Applications



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- Applications received by the deadline will be reviewed by Staff for eligibility and completeness. Applications that are not eligible or that are not complete will not be accepted. Applicants will be notified about receipt of their application.
- Applicants will receive official written notification of the outcome of their application after the Board of Commissioners' meeting that reviews the panel recommendations.

Reviewing and Evaluating Applications

- Applications will be reviewed and scored by panelists in a panel meeting. Panelists will make funding recommendations to the HSFCA Board of Commissioners for approval to fund these fellowships. Depending on the number of applications that are received and/or recommended for funding and because funds are limited, it is possible that some applications might not receive funding.
- **Evaluation Criteria**
 - Artistry (50%)
 - Teaching Artistry (50%)

Who will be the Panelists?

- A panel pool of AITS panelists has already been approved for the AITS Program for FY2019. Three or four panelists will review applications and make recommendations to the HSFCA Board of Commissioners for funding.