

DC Arts and Humanities Education Collaborative

Arts and Humanities for Every Student and Professional Development Applications



DUE JUNE 29, 2018

our programs

Arts and Humanities for Every Student (AHFES) provides increased access for all DC public and charter school students to attend high-quality arts and humanities events as an integral part of their education. Whether at cultural institutions or through an in-school placement, these age-appropriate arts and humanities programs engage and educate students. Through this program, DCPS and public charter schools are eligible for tickets and transportation to local cultural events and in-school performances and workshops.



Professional Development Workshops (PD) The DC Collaborative, in partnership with its members, offers workshops open to all DC public and public charter school teachers, which focus on dance, visual arts, humanities, theater, and music and how to effectively integrate these disciplines into their teaching practices. These workshops take place throughout the year at the hosting cultural organization and through the DC Collaborative Professional Development Institute series.

deeper engagement

Greater Impact: Many AHFES experiences also have a deeper engagement component that may include: a pre/post-event classroom visit, videos or other interactive activities in addition to the required classroom preparatory materials, or a Professional Development workshop for teachers, among other events. These activities are specifically associated with the AHFES experience and further assist educators in integrating the AHFES experience into the classroom. Organizations are encouraged to consider the voice of the youth that they are serving in their programming design by holding a youth advisory council, participating in student evaluations or actively involving the youth voice in the main activities of the program.

- **Example 1:** During the Pulitzer Center on Crisis Reporting's Everyday Africa, Everyday DC AHFES experience, Pulitzer had several pre-event classroom visits, the field-trip experience and subsequent to the field-trip the students completed a photography exhibit with the school. The students are even responsible for curating the exhibition. There are different levels to the deeper engagement work...
- **Example 2:** Imagination Stage developed interactive event materials that included a video to help prep students for their visit.

Program Criteria and Instructions

The application rubrics (AHFES and PD) are available for further explanation of program evaluation criteria.

- Organizations applying to the AHFES and PD programs must be an **active member of the DC Arts and Humanities Education Collaborative in good standing**. Meaning, [Annual Membership Dues](#) and the one time [AHFES Application Fee](#) must be paid by July 31, for program inclusion in the catalog and online feature. Membership is not a guarantee of participation in the AHFES program. All applications are subject to review by the Programming Committee (see [AHFES Application Rubric](#) and [PD Application Rubric](#)).
- **AHFES Application Fee:** This year there is a one-time AHFES application fee ([pay here](#)). The one time-fee will be returned if your organization's program is not accepted and/or your organization donates tickets and provides transportation costs for at least one bus throughout the year. The one-time application fee is \$50. Your organization may submit up to 5 programs per category.
- **Application Review!** All applications will be reviewed by the Programming Committee (see [AHFES Application Rubric](#) and [PD Application Rubric](#)). Please email info@dccollaborative.org if you would like to join the committee. The Programming Committee will evaluate applications based on the artistic and educational quality of the programs, quality of the pre- and post-trip materials, standards alignment, and ensure that the program is age appropriate and aligns to an arts or humanities discipline. Organizations must provide instructional materials (both pre- and post-trip) that accompany the programs to the DC Collaborative and participating schools.
- At least **one pre-trip and one post-trip sample, event related educational materials** must be e-mailed to info@dccollaborative.org at the time of application. Event-specific materials must be submitted 4 weeks prior to the AHFES experiences. These materials should extend the experience into the classroom and help the teacher connect the experiences to the curriculum.
- **Events/programs must take place within 30 miles of the District** and should begin between **10:00 a.m. and end before 2:00 p.m.** Exceptions will be made on a case by case basis.
- **Collaborative Effect!** 77% of AHFES Providers are donating tickets and nearly half help with full or partial transportation reimbursement. To ensure that more students benefit with access to these programs we ask that you to donate tickets or keep costs as low as possible. If you still need us to reimburse tickets this year, the maximum reimbursed cost per ticket is \$4.00, pending program approval and funding availability. We welcome the opportunity to work with you on joint grant requests so that you can offer more complimentary tickets and transportation reimbursement to the DC Collaborative. **We can broker a lower rate with transportation vendors if you can commit earlier to reimbursements.**
- **Complete one application for each event** being offered (Multiple dates may be listed per event).

If submitting **event dates** at this time, please check dates against the [DCPS 2018-2019 Calendar](#). Remember to consider holidays, teacher professional development days, and other days off. ***

Due to an emphasis of testing in early April through the end of May, offering AHFES events during this time is discouraged. Last minute cancellations often occur during these months.

Program Acceptance and Additional Guidelines*

- Members will be notified by July 31 of program acceptance with additional new instructions and a MOU with updated AHFES and PD participation policies.
- To accommodate questions about the new applications open office hours will be on Thursdays, 5/17 - 6/28 from 12-3 p.m. either by phone or in person. Please contact info@dccollaborative.org to make an appointment. **We will have snacks in the office! We promise that it will be fun!**
- The DC Collaborative reserves the final right of approval for all AHFES and PD offerings. All AHFES and PD programs are subject to review by the Programming Committee (see [AHFES rubric](#) and [PD rubric](#)).
- The DC Collaborative cannot guarantee that all programming accepted into the program will be filled to capacity unless your organization can cover tickets and reimburse transportation costs. We can book additional transportation if reimbursed and waive the administrative costs that it requires to process these bookings. Organizations may release all tickets held for AHFES three weeks after the three lottery dates (September, December, March). If your organization needs to discuss an alternate schedule, arrangements can be customized on a case by case basis.
- The Arts and Humanities for Every Student and Professional Development programs are designed to supplement existing programming at your institutions. Additional funding and outreach efforts on the part of each provider are required for AHFES/PD program participation.
- **Venue Insurance!** The DC Collaborative must be listed as a certificate holder on your venue's liability insurance in the amount of 2 million.
- All venues utilized in the Arts and Humanities for Every Student program must be ADA compliant.

If you have any questions, please contact us at 202-470-6467 ext. 1 or info@dccollaborative.org.

***NOTE:** Program development and evaluation is a process. Members of the Programming Committee, comprised of teachers and staff from peer cultural institutions, will give you feedback on how to best develop high-quality pre- and post-trip materials, and to align your programs with DCPS priorities (the National Core Arts Standards and DC state standards in other content areas). Please let us know if you would like to join the committee.

Please see the [AHFES Application Rubric](#) and [PD Application Rubric](#) to view the evaluation criteria in more detail.

AHFES and PD Application Checklist

AHFES and PD Application

- Program Application (This document or online)
- Pre-trip Materials
- Post-trip Materials
- Photos
- Organization's Logo
- Program Evaluation/Assessment (Please send any relevant research or evidence of effectiveness that your organization has generated (with or without a third party) regarding these workshops or programs)
- Pay the one-time AHFES application fee ([pay here](#))
- Pay the Annual Membership Dues by July 31 ([pay here](#))
- Reference the [AHFES Application Rubric](#) and [PD Application Rubric](#)

Additional PD Application Supplementary Materials

- Facilitator's resume and/or short bio
- Sample Syllabus/Agenda including a time-line of activities
- Brief description of how teachers or program will be assessed (if any)
- Brief description of any homework the teachers will be assigned (if any)
- Post-trip materials/sample lesson plans that teachers can integrate into their teaching