File No. 120569 Board Item No. 36

COMMITTEE/BOARD OF SUPERVISORS

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Board of Supervisors Meeting **Date: June 5, 2012**

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OTHER:

Completed by: Dena Braley **Date: May 30, 2012**

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

Print Form

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

☐ 1. For reference to Committee: _____

An ordinance, resolution, motion, or charter amendment.

☒ 2. Request for next printed agenda without reference to Committee.

☐ 3. Request for hearing on a subject matter at Committee: _____

☐ 4. Request for letter beginning "Supervisor _____ inquires"

☐ 5. City Attorney request.

☐ 6. Call File No. _____ from Committee.

☐ 7. Budget Analyst request (attach written motion).

☐ 8. Substitute Legislation File No. _____

☐ 9. Request for Closed Session (attach written motion).

☐ 10. Board to Sit as A Committee of the Whole.

☐ 11. Question(s) submitted for Mayoral Appearance before the BOS on _____

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

☐ Small Business Commission ☐ Youth Commission ☐ Ethics Commission

☐ Planning Commission ☐ Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.

Sponsor(s):

Supervisor Carmen Chu

Subject:

Accept and Expend Resolution for $9,600 from California Arts Council to Arts Commission for WritersCorps Program at Mission High School

The text is listed below or attached:

Signature of Sponsoring Supervisor: _____

For Clerk's Use Only:

120569

SAN FRANCISCO ARTS COMMISSION

EDWIN M. LEE
MAYOR

TOM DECAIGNY
DIRECTOR OF
CULTURAL AFFAIRS

PROGRAMS

CIVIC ART COLLECTION
CIVIC DESIGN REVIEW
COMMUNITY ARTS
& EDUCATION
CULTURAL EQUITY GRANTS
PUBLIC ART
STREET ARTISTS LICENSES

ARTS COMMISSION GALLERY
401 VAN NESS AVENUE
415.554.6080

WWW.SFARTSCOMMISSION.ORG

ARTSCOMMISSION@SFGOV.ORG

TO: **Angela Calvillo, Clerk of the Board of Supervisors**

FROM: **Tom DeCaigny, Director of Cultural Affairs**

DATE: **March 29, 2012**

SUBJECT: **Accept and Expend Resolution for Arts Commission's California Arts Council Grant**

GRANT TITLE: **California Arts Council's Artist in Schools (AIS) Grant**

Attached please find the original and 4 copies of each of the following:

__X__ Proposed grant resolution; original signed by Department, Mayor, Controller

__x__ Grant information form, including disability checklist

__x__ Grant budget

__x__ Grant application

__x__ Grant award letter from funding agency

___ Other (Explain):

RECEIVED
2012 APR -2 PM 2:12
CITY & COUNTY OF S.F.
CONTROLLER'S - AOSD

Special Timeline Requirements:
The grant period is October 1, 2011 through June 30, 2012.

Departmental representative to receive a copy of the adopted resolution:

Name: **Rachelle Axel** **Phone: 415.252.2564**

Interoffice Mail Address: 25 Van Ness Avenue, Suite 345

Certified copy required Yes ☐ **No ☒**

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

CITY AND COUNTY OF
SAN FRANCISCO

[Accept and Expend Grant - California Arts Council's Artist in Schools Grant - $9,600]

Resolution authorizing the San Francisco Arts Commission to retroactively accept and expend a grant in the amount of $9,600 from the California Arts Council for the WritersCorps Program at Mission High School.

WHEREAS, WritersCorps, a project of the San Francisco Arts Commission and San Francisco Public Library, places professional writers in community settings to teach creative writing to youth; and

WHEREAS, Since WritersCorps' inception in 1994, the program has helped nearly 17,000 young people from neighborhoods throughout San Francisco improve their literacy and increase their desire to learn; and

WHEREAS, In recognition of the high-quality learning experience WritersCorps provides, was presented with the National Arts & Humanities Youth Program Award by First Lady Michelle Obama in 2010 and invited back to the White House for a White House Poetry Night in 2011; and

WHEREAS, The Arts Commission's WritersCorps as an eligible applicant to the California Arts Council's Artist in Schools grant, which integrates professional artists and arts organizations into a standard-based program, underscoring the critical role the arts play in shaping a student's overall well-being and academic achievement; and

WHEREAS, The California Arts Council's Artist in Schools grant award supports the residency of a WritersCorps teaching artist at Mission High School in San Francisco that will conduct weekly creative writing classes for a minimum of 28 weeks with approximately 100 students throughout the school year; and

WHEREAS, The Arts Commission proposes to maximize use of available grant funds on program expenditures by not including indirect costs in the grant budget; now, therefore, be it

RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in the grant budget; and, be it

FURTHER RESOLVED, That the Board of Supervisors allows for retroactively accepting and expending this awarded California Arts Council Artist in Schools grant to the Arts Commission, with a grant cycle of 10/1/11-6/30/12; and, be it

FURTHER RESOLVED, That the Arts Commission's request, which has been funded and involves no ASO amendments, be carried out in accordance with all grant requirements and may be spent and reported on accordingly.

Recommended: _____

Department Head: Tom DeCaigny, Director of Cultural Affairs

Approved: _____

Mayor Edwin M. Lee

Approved: _____

Controller

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective March 2005)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **California Arts Council's Artist in Schools Grant**

2. Department: **San Francisco Arts Commission**

3. Contact Person: **Rachelle Axel** Telephone: **415-252-2564**

4. Grant Approval Status (check one):

[x] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **$9,600**

6a. Matching Funds Required: **$9,600**
b. Source(s) of matching funds (if applicable): National Endowment for the Arts; SF Public Library

7a. Grant Source Agency: **California Arts Council**
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:
WritersCorps hires professional published writers—poets, fiction writers and performers—to work long-term (3 years) and in-depth in communities to teach writing, build lasting relationships with young people. WritersCorps will place an accomplished writer at Mission High School to conduct weekly creative writing classes for a minimum of 28 weeks with approximately 100 students throughout the school year. WritersCorps will also give Mission High School students the opportunity to be published and to perform their work at public events.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **10/01/11** End-Date: **06/30/12**

10a. Amount budgeted for contractual services: **$9,600**

b. Will contractual services be put out to bid? **No**

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

d. Is this likely to be a one-time or ongoing request for contracting out? **One-time**

11a. Does the budget include indirect costs? [ ] Yes [x] No

b1. If yes, how much?

b2. How was the amount calculated?

c. If no, why are indirect costs not included?
[ ] Not allowed by granting agency
[ ] Other (please explain):
[x] To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs? **Overhead costs for the Arts Commission including accounting, administration, development.**

12. Any other significant grant requirements or comments:
This CAC grant requires a 1:1 match. The project budget submitted totals $19,200.

****Disability Access Checklist*****

13. This Grant is intended for activities at (check all that apply):

[x] Existing Site(s)	[x] Existing Structure(s)	[x] Existing Program(s) or Service(s)
[ ] Rehabilitated Site(s)	[ ] Rehabilitated Structure(s)	[ ] New Program(s) or Service(s)
[ ] New Site(s)	[ ] New Structure(s)	

14. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Deb Mullen
(Name)

Date Reviewed: 5.8.12

Department Approval: Thomas DeCaigny Director of Cultural Affa
(Name) (Title)

THOMAS DECAIGNY
(Signature)

Print Close

Grant Description and Budget

EXHIBIT A - Scope of Work (Project Summary) :

WritersCorps hires experienced teaching artists – published poets, fiction writers and performers – to work long-term (3 years) and in-depth in communities to teach writing, build lasting relationships with young people, and serve as positive role models. WritersCorps will place an accomplished writer at Mission High School in San Francisco. This teaching artist will conduct weekly creative writing classes for a minimum of 28 weeks with approximately 100 students throughout the school year. WritersCorps will also give Mission High School students the opportunity to be published and to perform their work at events.

Project Grant Award $:
$9600.00

EXHIBIT B - Budget Detail and Payment Provisions

I. Project Budget :

	Column A CAC Request	Column B Applicant Match	Column C Total Artists Fees
1.Artist Fees			
a. Residency Artists	$ 9,600.00	$ 9,600.00	$ 19,200.00
b. Performances			$ 0.00
c. Guest Artists			$ 0.00
d. Total Artist Fees	$ 9,600	$ 9,600.00	$ 19,200.00
2. Project Administration Support Staff			
a. Project Coordinator			$ 0.00
b. Technical/ Production			$ 0.00
Other			
c.			$ 0.00
d.			$ 0.00
e. Total Project	$ 0.00	$ 0.00	$ 0.00
3. Other Project Costs			
f. Rentals			$ 0.00
g. Travel			$ 0.00
h. Supplies			$ 0.00
Other			
			$ 0.00
			$ 0.00
i. Total Other Project Costs	$ 0.00	$ 0.00	$ 0.00
j. TOTAL Column A B C	$ 9,600.00	$ 9,600.00	$ 19,200.00
		Total Artist Fees (this simply a reminder from above)	$ 0.00
k. 75% of total Column C to Artist Fees (minimum artists fees)			$ 0.00

II. PAYMENT PROVISIONS

Payment provisions for this grant are addressed in Exhibit D-Special Terms and Conditions #4 located at www.cac.ca.gov/files/forms.php.

:

Schedule / Artist Fees Worksheet :

Artist Name	Discipline	School/Class/Grade	Class Size (# of Students)	# of Class Visits Per Week	# of Weeks	Class Duration (hrs)	Artist Hourly Rate	Artist Expense
Roseli Ilano	Literature	Mission High School, ELL/9-12	20	1	28	1 hour 1.5	$76 51	$ 2,128.00
Roseli Ilano	Literature	Mission High School, ELL/9-12	20	1	28	1 hour 1.5	$76	$ 2,128.00
Roseli Ilano	Literature	Mission High School, 11th grade	20	1	28	1 hour 1.5	$76	$ 2,128.00
Roseli Ilano	Literature	Mission High School, 11th grade	20	1	28	2 hours 3	$76	$ 4,256.00
Roseli Ilano	Literature	Mission High School, 9th grade	25	1	28	2 hours 3	$76	$ 4,256.00
Roseli Ilano	Literature	Mission High School, 9th grade	15	1	28	2 hours 3	$76	$ 4,256.00
								0
								0
								0
								0
								0
							Performance	
							Guest Artists	
							Total	$ 19,152.00

Contact Information

Organization Name * :	San Francisco Arts Commission
FEIN Number :	94-6000417
Address 1 * :	25 Van Ness Avenue
Address 2 :	Suite 240
City * :	San Francisco
County * :	San Francisco
State * :	California
Zip Code * :	94102
Phone * :	415-252-2564
Ext :	
Fax :	415-252-2595
Website * :	www.sfartscommission.org

Executive Director First Name * :	JD
Executive Director Last Name * :	Beltran
Grant Contact First Name * :	Rachelle
Grant Contact Last Name * :	Axel

Title * :	Development Director
Email * :	rachelle.axel@sfgov.org

Applicant Discipline * :	Literature
Grant Category * :	Effective Arts Organization
Are you a first time or a returning applicant? :	Returning Applicant
Are you a 2 year funded applicant? If unsure, Click Here :	No

Organization Information

City/Town population of Applicant Organization * :	Over 250,000

Organization Budget

California Cultural Data Project

New this year! The California Arts Council now requires all applicants to fill out a profile through the California Cultural Data Project and submit a supplementary form along with your application. To complete this part of the application, go to the California Cultural Data Project website: http://www.caculturaldata.org/about.aspx

You will upload your budget report in Support Materials Upload form.

N. Organization Budget Summary

In addition to your California Cultural Data Project profile, provide a brief narrative summary of your current and projected fiscal years. Explain any significant changes (10% or more) anticipated in these years or that ocurred in the previous two completed fiscal years. Specify sources of in-kind. :
WritersCorps has been fortunate to have several dedicated funders who have supported the program for more than ten years. These include the San Francisco Public Library, the San Francisco Department of Children, Youth and Their Families (the largest local source of public funding for youth programs), and the Youth Arts Fund (a source of local corporate funding).

Since these are public dollars and this City, like all sectors, is experiencing budget shortfalls, WritersCorps is anticipating that its grant amounts will continue to decrease accordingly, though we are confident they will remain supportive at a significant level. In fact, City support between FY 09 to FY 11 has dropped more than $70,000. In FY 2009, WritersCorps received a $50,000 American Recovery and Reinvestment Act grant through the National Endowment for the Arts which helped support teacher salaries; we are aggressively seeking to replace that one-time award. WritersCorps intends to offset these funds and the loss of City funds with more foundation requests and individual donor campaigns. To that end, WritersCorps is soliciting for the first time this year the Clarence E. Heller Charitable Foundation, the GGS Foundation, Langendorf Foundation, Morris Stulsaft Foundation, Kimball Foundation and Rainbow Grocery. We also make an annual request to the National Endowment for the Arts which has yielded support for many years.

The WritersCorps budget is approximately $515,000 in FY 2011. Approximately $308,000 is for teacher salaries and health care stipends; $172,000 covers two full-time staff positions and benefits packages; publications and site projects, youth stipends, fiscal sponsorship fees, video and photography documentation, events and general office and project supplies constitutes the remaining $35,000. When budgets fall short, it typically results in the loss of one or more teachers, which impacts the number of students and sites were are able to serve. The cost of running the program does not change significantly unless new projects are added. For example, this year WritersCorps launches the Poetry Projection Project, where filmmakers are invited to create a short film based on a WritersCorps student's writing. This will add approximately $2,000 to our budget. All additional fundraising is allocated to teaching artists and serving more sites.

Artists and Schools List

Participating Artists

List all the artists who will participate in this project.

Artist Last Name :	Illano
Discipline :	Literature
Artist Last Name :	
Discipline :	
3. Artist First Name :	
Artist Last Name :	
Discipline :	
4. Artist First Name :	

Artist Last Name :

Discipline :

5. Artist First Name :

Artist Last Name :

Discipline :

6. Artist First Name :

Artist Last Name :

Discipline :

7. Artist First Name :

Artist Last Name :

Discipline :

8. Artist First Name :

Artist Last Name :

Discipline :

---

1. School Name :	Mission High School
Address * :	3750 18th Street
City * :	San Francisco
State * :	California
Zip Code * :	94114
State Senate District :	003
State House District :	013
Congressional District :	8
Contact First Name :	Eric
Contact Last Name :	Guthertz
Email :	guthertze@sfusd.edu
Phone :	415-241-6240

2. School Name :	
Address :	
City :	
State :	Select
Zip Code :	
State Senate District :	0
State House District :	0
Congressional District :	0
Contact First Name :	
Contact Last Name :	
Email :	
Phone :	

3. School Name :	
Address :	
City :	
State :	Select
Zip Code :	
State Senate District :	0
State House District :	0

Congressional District : 0

Contact First Name :

Contact Last Name :

Email :

Phone :

4. School Name :

Address :

City :

State : Select

Zip Code :

State Senate District : 0

State House District : 0

Congressional District : 0

Contact First Name :

Contact Last Name :

Email :

Phone :

Project Details

Project Start Date
Project can not start before 10/01/2011 * : 10-03-2011

Project End Date
Project must end by June 30, 2012 * : 06-29-2012

Project Length in Weeks (minimun 12; maximum 32) * : 28

Project Coordinator * : Melissa Hung

Phone * : 415-252-4655

Email * : melissa.hung@sfgov.org

Number of years arts organization has been in operation * : 79

Year arts organization was legally incorporated * : 79

Organization Personnel. Provide the numbers who are :

	Paid	Volunteers	Total
Full-Time	35		35
Part-Time	7	75	82
Total Staff	42	75	117

Number of School sites in the residency (Maximum of 4) * : 1

Number of artists to be employed in residency project * : 1

Students grade levels * : 9-12

PROJECT SUMMARY * :
WritersCorps will hire 7 experienced teaching artists – published poets, fiction writers and performers – to work long-term (3 years) and in-depth in communities to teach writing, build lasting relationships with young people, and serve as positive role models. Teaching artists will work at 10 sites (including public schools, juvenile hall and branch libraries) and will serve 700 students. We anticipate 80% of youth will increase their ability to express themselves verbally and in writing. This application requests support for Meg Day's residency at Mission High School.

Grant Request
(not above $12,000) * : $12,000

Narrative

Project Narrative

1. How does this residency address the artistsic goals of the organization? * :
The SFAC's goal to ensure that quality arts are accessible to everyone in San Francisco is effectively addressed by WritersCorps' residencies. SFAC strives to reach all San Franciscans, especially those who are underserved. WritersCorps artist Meg Day will be working with educationally disadvantaged young people who have minimal exposure to the arts and literature (based on evaluation assessments from previous years). We believe it is a right for everyone to access arts and cultural activities, and WritersCorps helps the agency meet this critical goal. WritersCorps – now 16 years old – provides the highest quality learning experiences, and in recognition was awarded the National Arts & Humanities Youth Program Award (formerly Coming Up Taller) at a White House ceremony with First Lady Michelle Obama last fall. SFAC stands firmly behind WritersCorps because of the value and quality of the learning and literary arts activities students are engaged in.

2. How will students with disabilities be incorporated into the residency?
(include input from both school and arts orgainzations.)
* :
Mission High School, where Meg Day's residency is located, and the focus of this request, mainstreams special needs students into its classrooms. WritersCorps will serve all students at their own levels. Day will be working one-on-one, doing small group work and providing individual tutoring with students, with the help of an advisory teacher and special education specialist. In order to facilitate learning and provide strategies that address multiple intelligences, Day will incorporate visual arts that help promote language arts proficiency. Mission is also one of three sites where a teacher has a full class of English Language Learners in addition to other mixed-ability groups. Day, who is bilingual, will work with a full class of ELL students, many of whom are classified as having learning disabilities. It is also noteworthy that Mission High School makes a point to advocate for those students with special needs to engage in the WritersCorps program.

3. Identify the Visual and Performing Arts Standards* (VAPA) addressed in this project
*Visit the California Department of Education site for Visual and Performing Arts Standards

Your project will probably involve quite a few standards. You do not have to identify all of them. List the primary standards to be used.

Please list the VAPA Standards you will use in this application. * :
The California State Visual and Performing Arts Content Standards do not include literary arts. WritersCorps does, however, write curriculum that is aligned with both the National Council for Teachers of English and the Language Arts Standards for the State of California. Also, the San Francisco Unified School District (SFUSD) Arts Education Master Plan includes literary arts as one of the five required arts curricula, and WritersCorps has provided assistance to the district VAPA staff in crafting curriculum standards and guidelines. This is most appropriate as San Francisco has a rich literary arts history, and establishing literary arts as a core curriculum in the public schools is a priority. All WritersCorps resident artists work with their respective sites to expand upon the schools' language arts curriculum; they also meet regularly with classroom teachers to ensure their lessons are aligned with other curriculum.

4. Describe the Activities: Describe the activities* that address each of the VAPA standards you identified above

(*Pick an activity and, using the VAPA standard, describe a specific dance element.)
* :
WritersCorps places 7 resident artists at 10 sites who integrate into their communities and help students achieve their academic and personal goals. In Meg Day's classroom residencies, students will learn the many dimensions of writing, including mechanics, voice and style. Nearly 50% of Mission HS students are English Language Learners, and Day will help them find their own voices while cultivating their writing to express their experiences of their homeland and integration here. In her classes, Day will discuss poetry by a variety of writers, including women, Chicano/a, dis/abled, queer/trans, and other writers who address issues of multiculturalism and the power of voice. Students will study spoken word from both contemporary and historical contexts and Day will conduct field trips to local bookstores, libraries and other neighborhood organizations, including plays and spoken word and literary events. Day's curriculum emphasizes the importance of achieving our own stories.

5. What skills and knowledge will the students acquire?
* :
Using the rubrics of the National Council of Teachers of English, students will read a wide range of texts to build an understanding of the content and to reflect on themselves in relation to the literature. They will read works that gives them an understanding of the many dimensions (philosophical, ethical, aesthetic) of human experience. Students will develop their oratory and elocution skills, poise and concentration, and will increase their sense of value of their own words and ideas. They will develop their skills in grammar, sentence structure, organization of writing and word usage, and they will develop their creativity, purpose and focus in writing, and their imaginations. Students will write poetry and prose and will compile annual anthologies of their works, so they will also learn the importance of editing and the mechanics of publishing.

Project Design

Based on your project narrative, how will you assess the student learning? Provide 3 examples.
(If more than one discipline, provide one example per discipline.)
Click Here for example.

EXAMPLE ONE

Grade Level : 9

Discipline : Literary Arts / Creative Writing

Visual and Performing Arts Standard :
The California State Visual and Performing Arts Content Standards do not include literary arts. However, WritersCorps writes curriculum that addresses both the National Council for Teachers of English and the Language Arts Standards for the State of California.

What is the Activity? :
Students will write every week over the course of 28 weeks, working in multiple writing genres, producing poetry, short fiction and writing for performance. Students will be given opportunities to perform their work and/or have it published. Student work will be shared with the entire school, and the students will also display and perform their writing at community venues outside the school. All of the students — 100% — will read their work publicly, at minimum in their classes, but more likely at a school-wide assembly and then at the venues outside school (public libraries, theaters, museums).

Desired Outcome? :
Teaching artist Meg Day will be working with approximately 100 students in her 7 classes at Mission High School, teaching them the mechanics of writing and the tools for creative self expression. A minimum of 80% of students will demonstrate improvement in their writing skills.

How will you measure? :
Student writing is assessed twice during the year; WritersCorps teachers score writing samples to assess mechanics, voice and style on a rubric scale of 1 (emergent) to 4 (exceptional). Scores are entered into a database and periodically synthesized to measure the effectiveness of the program for each student, each class, each site and the entire WritersCorps program at each residency. These improvement outcomes are reported in June to each site (classroom teachers and prindpal), to all WritersCorps teaching artists during the monthly all-day training meetings and to all funders at the end of each grant cycle. Additionally, classroom teachers submit full reports on each student's performance in the areas of vocabulary, spelling, grammar and overall confidence (reflecting their abilities performing and speaking in public). These are gathered every June at the end of the 8 1/2 month program.

Grade Level : 10

Discipline : Literary Arts / Creative Writing

Visual and Performing Arts Standard :

The California State Visual and Performing Arts Content Standards do not include literary arts. However, WritersCorps writes curriculum that addresses both the National Council for Teachers of English and the Language Arts Standards for the State of California.

What is the Activity? :
Students will be given poems and books from contemporary literature and writing created by previous Mission High School students to study and discuss. Students will take field trips to literary venues and public readings and book stores, and meet practicing writers. No less than 10 contemporary writers will be studied.

Desired Outcome? :
100% of students will create original work. This writing will be displayed and/or performed through anthologies, broadsides, audio recordings and the web in addition to the in- and out-of-school venues mentioned above.

How will you measure? :
WritersCorps teachers collect student work throughout the year. Anthologies are published in May and individual poems are published through broadsides or through the WritersCorps website throughout the year. (This includes the Poem-A-Month distributed to more than 6,000 WritersCorps constituents.)

EXAMPLE THREE

Grade Level :

Discipline :

Visual and Performing Arts Standard :

What is the Activity? :

How will you measure? :

Evaluation

Desribe how you will assess and evaluate student progress and program effectiveness. Choose at least two of the outcomes you described in the Project Design section of this application, and for each, describe how you will measure whether or not the program acheived the outcome.

While you should not expect to attain statiscally valid findings, you may set benchmark goals such as "At least two thirds of the students will acheive the standard according to our measurement."

Then discuss how, or to what extent, the overall effectivenes of the program can be demonstrated by such measures. You may also include discussion of other likely effects of the program with benefits beyond student acheivement of VAPA atandards.

Select Example from above : Example One

Evaluation Plan: Discussion :
WritersCorps has a comprehensive approach to determine its impact on youth and the site. At the beginning and at the end of the school year, teachers submit participants' writing samples with confidential rubric scores. An increase in scores (1 to 4) will represent student improvement in writing mechanics, voice and style. WritersCorps also collects in-depth surveys from youth, site representatives and WritersCorps teachers. The information collected is used to hone the lessons for the coming year during our day-long teacher trainings. These assessment tools will also be used to help identify youth who are falling behind and work with the schools to offer them supplementary support to increase their literary arts achievement. All of these processes are linked to the NTCE standards and insure that youth are meeting their educational goals for success within the public school system.

Highlights of the data from 2009-2010 Student Survey, completed by nearly 350 WritersCorps students (50% of total participants at all grade levels) include:

90% agreed with the statement "I am more able to use my imagination when I write"

82% agreed that "I have learned how to identify and express my feelings"

80% agreed that "I am able to communicate better with other students"

The figures below represent **Site Survey** data from 2000 through 2008.

85% of youth increased their ability to express themselves verbally

84% of youth increased their ability to express themselves in writing

76% of youth increased their vocabulary

71% of youth increased their public speaking skills

71% of youth improved their interpersonal skills

Select Example from above : Example Two

Evaluation Plan: Discussion :
As a way to gauge the effectiveness of WritersCorps teaching methodology and the impact of working with youth — academically and personally — WritersCorps collects data from youth writing throughout the year. Also at the end of the workshops, students (and site representatives as described in Example One) fill out surveys. Each year WritersCorps reports on these results to all stakeholders. As examples, here are two survey results from two WritersCorps youth:

"It takes hard work to develop and maintain a craft, but writing should never stop being fun. I learned that my work was valuable and I should take time to edit it. I learned to always be ready, to take criticism (and not take criticism) and to never stop writing."

"In WritersCorps, I learned to find my own voice, and develop the ability to write and share my inner thoughts and feelings. I also learned to overcome my struggles over language and performance."

Students learn to refine their own creative voice, learn how to identify their own mistakes and correct them independently. They will learn to read their own writing critically and determine if their words accurately and creatively reflect their thoughts, stories and the messages they want to convey. Through constructive encouragement, they will learn to use stronger imagery, stronger detail, and develop a stronger understanding of their audience. All students – 100% – participate in the annual site projects which may include anthologies, spoken word CDs or the poster series that is attached herein as a work sample.

8. Descibe the Financial Planning process. .
How much and in what ways will the arts orgainzation and/or the school sites(s) assume support for the project?
How will you develop ways to sustain the project?

:
WritersCorps has been part of the Mission High School community for more than 12 years. In recent years, the school contributed $2,500 to offset annual program expenses, helping to underwrite the student writing anthologies. City funding for WritersCorps has decreased in the last two years, and we are approaching more private and public funders to help us bridge the gap in revenue (this helped us win the National Arts & Humanities Youth Program Award) and we have proposals pending with the GGS and Langendorf foundations, Rainbow Grocery and the Clarence E. Heller Charitable Foundation, and this spring we plan to submit proposals to the Kimball, Miranda Lux and Hearst foundations and the NEA LITA program. WritersCorps is increasing its individual solicitations and stewarding previous donors for more significant gifts. We are also approaching a number of donor advised funds to try and solicit additional support from philanthropic individuals.

9. Describe the Facilities :
Mission High School, the focus of this request, is located on the border of the primarily Latino Mission District and the diversely populated Eureka Valley neighborhood. MHS enrollment hovers at 1,000 with 50% being ELL (LEP/NEP). The school's population is highly diverse: 45% Latino; 22% Asian; 17% African American; 8% Caucasian; 4% Filipino; 1% Pacific Islander; and 3% Other. 60% are economically disadvantaged and 14% have disabilities. The building was erected in 1924 and is 225,000 square feet. It is ADA compliant and all classrooms are located on the ground or second level, and are all equipped with natural light.

Project Narrative - PG

Project Narrative

Arts Organization Purpose & Goals of Plan - How will the arts organization benefit from the plan? * :

Project Design
What is the rationale for the partnership based on arts organization & school goals?
(If Applicable) Names of artists and art forms to be part of the plan.
What are the action steps to be taken in the plan?
How do the action steps fit into the overall strategies of the standards-based arts activities of the school?

Project Design * :

Expected Outcomes of Plan * :

Voice of Schools

Voice of Schools - Purpose & Goals of Plan for Schools

Please address access to students with disabilities.

Total Number of Schools Participating * : 1

1. School Name : Mission High School

Grade Level : 9-12

How will school and students benefit from plan? :
Mission HS has an ethnically diverse population and nearly half our students are English Language Learners. WritersCorps engages students through diverse literature, helps students trust their own voices and learn to express themselves in their new language. Students learn to write and speak with confidence and creativity, adding to the positive culture of our school. Students are published in anthologies and are introduced to cultural venues to perform. WritersCorps offers relevant and engaging curriculum for students that complement the standards. We are grateful for the recognition WritersCorps has brought MHS and look forward to the continuing educational offerings that help close the achievement gap among our underperforming students.

2. School Name :

Grade Level :

How will school and students benefit from plan? :

3. School Name :

Grade Level :

How will school and students benefit from plan? :

Grade Level :

How will school and students benefit from plan? :

Project Budget

Project Budget Instructions (Request up to $12,000)
Submit Budget for CAC request and match only
Grant request may not exceed 30% of applicant organization's operating budget from the last completed fiscal year.
A minimum of 75% of both the project funds and the match* must be paid to artists for residency.
Only submit CAC request and match. Please do not show a match exceeding 1 to 1.
A dollar-for-dollar match, line item by line item, per budget category (artists, administrative, support staff and project costs) is required.
No in-kind match is allowed.
No capital expenditures (permanent equipment, buildings, and building improvements) or purchases of food or beverages are allowed.
Panelists highly encourage the match to be a combination of school and arts organization.
Rentals
May include space, equipment, business machines, etc.

Travel
Must be for the project. The CAC will fund in-state travel only.

Supplies
Must be for the project. May include art supplies, administrative or office supplies, or production materials.

Hourly Rate
Indicate minimum and maximum hourly rates paid to artists.
Organizations are encouraged to meet or exceed current professional artist fees for contact hours and preparation time.

Project Grant Request :
$12,000.00.

Project Budget :

	Column A CAC Request	Column B Applicant Match	Column C Total Artists Fees
1.Artist Fees			
a. Residency Artists	$ 12,000.00	$ 12,000.00	$ 24,000.00
b. Performances			$ 0.00
c. Guest Artists			$ 0.00
d. Total Artist Fees	$ 12,000.00	$ 12,000.00	$ 24,000.00
2. Project Administration Support Staff			
a. Project Coordinator			$ 0.00
b. Technical/ Production			$ 0.00
Other			
c.			$ 0.00
d.			$ 0.00
e. Total Project	$ 0.00	$ 0.00	$ 0.00
3. Other Project Costs			
f. Rentals			$ 0.00
g. Travel			$ 0.00
h. Supplies			$ 0.00
Other			
			$ 0.00
			$ 0.00
I. Total Other Project Costs	$ 0.00	$ 0.00	$ 0.00
j. TOTAL Column A B C	$ 12,000.00	$ 12,000.00	$ 24,000.00
		Total Artist Fees (this simply a reminder from above)	$ 24,000.00
k. 75% of total Column C to Artist Fees (minimum artists fees)			$ 18,000.00

Schedule / Artist Fees Worksheet :

Artist Name	Discipline	School/Class/Grade	Class Size (# of Students)	# of Class Visits Per Week	# of Weeks	Class Duration (hrs)	Artist Hourly Rate	Artist Expense
Meg Day	Literary Arts / Creative Writing	Mission High School Ms. Sobko 9th Grade English Year Round	25	1 / week	28	1.5	$50/ hour	$ 2,100.00
Meg Day	Literary Arts / Creative Writing	Mission High School Mr. Wagner 11th Grade ESL Year Round	17	1 / week	28	1	$50 / hour	$ 1,400.00
Meg Day	Literary Arts / Creative Writing	Mission High School Ms. McKamey Mixed Grade Creative Writing Class (9-12) Year Round	6	2 / week	28	2	$50 / hour	$ 5,600.00
Meg Day	Literary Arts / Creative Writing	Mission High School Mr. Scott 10th Grade English Year Round	21	2 / week	28	2.5	$50 / hour	$ 7,000.00

Meg Day	Literary Arts / Creative Writing	Mission High School Ms. Fuentecilla 9th Grade Year Round	18	3 / week	28	1	$50 / hour	$ 4,200.00
Meg Day	Literary Arts / Creative Writing	Mission High School WritersCorps Lunchtime Writing Club Mixed Grades Year Round	10	2 / week	28	1	$50 / hour	$ 2,800.00
Meg Day	Literary Arts / Creative Writing	Mission High School Wellness Center Mixed Grade School Hour Drop In Center Fall Semester	8-12	1 / week	18	1	$50 / hour	$ 900.00
								0
								0
								0
								0
							Performance	
							Guest Artists	
							Total	$ 24,000.00

Support Material Uploads

Instructions:
1. Click the "Assign Portfolio Folder" button below to create a folder in your Portfolio section and upload your work samples.

2. Create **ONE folder** for **Artists in Schools**. You can upload all images, videos, audio, resumes and California Data Project Budget here.
UPDATE: If you have already created mulitple folders, simply create another folder titled **Artists in Schools**, go to your other folders and hover your mouse pointer over each sample. You will see 3 icons, a pencil, a green bent arrow and an X to delete. Click on the bent arrow to move your sample to the **Artists in Schools** folder. Then, check the circle next to the **Artists in Schools** folder to Map it to your application.

3. To upload the support materials listed below, click the "Add Material" icon next to folder name to add documents to that folder. Refer to the list of documents below to assign titles and descriptions.

4. Click radio button (dot) to the right of delete (red X) next to the folder you want to map. Click Map Folder to attach the folder to this application. Only Map folder after you have uploaded **ALL** of your work samples.

For videos, we recommend that you save your videos as either QuickTime .MOV, Windows .AVI, or .MPG files— these are the most common formats and they work well within our system. We specifically recommend the MPEG4 (H.264) format at 640x480 resolution with MP3 audio. Resizing your video to these specifications before uploading will help your clips look better. Please note there is a file size limit of 250 MB.

If you're video does not meet the minimum requirements, please use the website below to convert your file.
http://www.mediaconverter.org/

Acceptable File Types:
jpg, jpeg, gif, bmp, png, tif, 3gp, avi, flv, mov, mp4, mpg, rm, wmv, doc, docx, txt, xls, xlsx, pps, ppt, pptx, pdf, aac, mid, midi, mp3, mpa, ra, wav, wma, eps, m4a

Click here to upload materials :

Artists in Schools :	Art Impact Speaker Series	Art Impact featuring San Francisco 49ers Vernon Davis with Lowell High School art student.	DSanchez_VernonDavisDeYoung_100513___49.jpg-
	StreetSmARTS	Murals created through the StreetSmARTS program	AMICI__1318.jpg-
	StreetSmARTS	Murals created through the StreetSmARTS program	bryanatook4.jpg-
	Where Art Lives	Students and teaching artists work together in the Where Art Lives anti-graffiti program.	mkraus_wal_100216_022.jpg-

Artist CV	CV for WritersCorps artist Meg Day	SFAC_WritersCorps_MegDay_CV.pdf-
Student Work Samples	Creative writing created by Mission High School students participating in WritersCorps	SFAC_WritersCorps_StudentWork.pdf-
Artist Work Sample	Writing samples from artist Meg Day	SFAC_WritersCorps_Artist_WorkSample.pdf-
CA Cultural Data Profile Funder Repot for WritersCorps	San Francisco Arts Commission CA CDP CAC AIS Report	CA_CDP_CAC_AiS_Report.pdf-

Log / Visual Arts

Sequence of work must correctly correspond to log sheet:
In the Portfolio tab (or on Support Materials Uploads page), create Artists in Schools folder and upload your samples.
Drag and drop work samples to order them.
Label each sample with the corresponding row number on the log sheet.
Returning AIS applicants must have both artist and student samples.

If your organization was funded in the last round of the Artists in Schools program, you are required to submit work from your professional artist participants. You could choose to show a performance, ending event, or artists working with students in the classroom. All are acceptable to the panel. Without work from your professional artists and student participants, your application will be scored lower by the panel.

Professional :

	Artist	Title of Work	Medium	Dimensions	Year
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Student :

	Artist	Title of Work	Medium	Dimensions	Year
1					
2					
3					
4					
5					
6					

7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Log / Video or Audio

Sequence of work must correctly correspond to log sheet:
In the Portfolio tab (or Support Material Uploads page), create Artists in Schools folder and upload your samples.
Drag and drop work samples to order them.
Label each sample with the corresponding row number on the log sheet.
Returning AIS applicants must have both artist and student samples.

Panel will listen up to 5 minutes per sample.

If your organization was funded in the last round of the Artists in Schools program, you are required to submit work from your professional artist participants. You could choose to show a performance, ending event, or artists working with students in the classroom. All are acceptable to the panel. Without work from your professional artists and student participants, your application will be scored lower by the panel.

Professional :

	Title of Work	Composer(s) Performer(s)	Artist Featured	Date/Location	Length
1					
2					
3					
4					
5					
6					
7					
8					

Student :

	Title of Work	Composer(s) Performer(s)	Artist Featured	Date/Location	Length
1					
2					
3					
4					
5					
6					
7					
8					

Log / Dance Sample

Sequence of work must correctly correspond to log sheet:
In the Portfolio tab (or Support Material Uploads), create Artists in Schools folder and upload your samples.
Drag and drop work samples to order them.
Label each sample with the corresponding row number on the log sheet.
Returning AIS applicants must have both artist and student samples.

Panel will listen up to 5 minutes per sample.

If your organization was funded in the last round of the Artists in Schools program, you are required to submit work from your professional artist participants. You could choose to show a performance, ending event, or artists working with students in the classroom. All are acceptable to the panel. Without work from your professional artists and student participants, your application will be scored lower by the panel.

Professional :

	Title of Work	Choreographer	Music/Sound Score Title/Composer	Date Created	Number of Performers	Length of Excerpts	Identify Artist
1							
2							
3							
4							
5							

Student :

	Title of Work	Choreographer	Music/Sound Score Title/Composer	Date Created	Number of Performers	Length of Excerpts	Identify Artist
1							
2							
3							
4							
5							

Other Log / Sample

Sequence of work must correctly correspond to log sheet music, theater, musical theater, media and performance art:
In the Portfolio tab, create Artists in Schools folder and upload your samples.
Drag and drop work samples to order them.
Label each sample with the corresponding row number on the log sheet.
Returning AIS applicants must have both artist and student samples.

Panel will listen up to 5 minutes per sample.

If your organization was funded in the last round of the Artists in Schools program, you are required to submit work from your professional artist participants. You could choose to show a performance, ending event, or artists working with students in the classroom. All are acceptable to the panel. Without work from your professional artists and student participants, your application will be scored lower by the panel.

Professional :

	Title of Sample Work	Date Work Completed	Description of Contents	Identify Applicant	Running Time
1	forget everything you know about the way a poem is built	2010	poem published in ZYZZYVA	Meg Day	n/a
2	while you were in miami	2009	poem published in the Greenbelt Review	Meg Day	n/a
3	Welcome to America Son	2009	poem published in Speak Up	Meg Day	n/a
4	on what i didn't hear you say	2010-2011	poem to be published in Drunken Boat	Meg Day	n/a
5					

Student :

Title of Sample	Date Work	Description of Contents	Identify Applicant	Running Time

1	Write/Walk	May 2010	Student writing from Mission High School. Write/Walk is a series of posters that were the site's final project. Posters were displayed in the storefronts of neighborhood businesses surrounding the school to help build community within and around Mission High School. These projects helped community members get to know MHS students and their personal experiences.	A range of students from Mission High School from various English and ELL classrooms.	n/a
2					
3					
4					
5					

Certification

Certification

This certification and release must be signed by the individual applicant or principal officer of the organization with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies: That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application; and that there are no misstatements or misrepresentations contained herein or attachment. The organization will comply with the federal laws that regulate Fair Labor, Civil Rights, Accessibility, and any other regulations in this application. The undersigned hereby releases the California Arts Council (CAC) and the State of California, their employee & agents, from any liability and/or responsibility concerning damage to or loss of materials submitted to the CAC and the State of California, whether or not such damage of loss is caused by the negligence of the CAC, the State of California, their employees & agents.

Do you certify that the information within this application is true and correct :	Yes, I certify
First Name :	Rachelle
Last Name :	Axel
Date :	03-09-2011

Print Close

California Arts Council

CALIFORNIA ARTS COUNCIL

EDMUND G. BROWN, JR., GOVERNOR

ADVANCING CALIFORNIA THROUGH THE ARTS AND CREATIVITY

MARILYN NIELSEN, INTERIM DIRECTOR

August 26, 2011

AS-11-0705

Rachelle Axel
San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102

Dear Rachelle Axel:

The California Arts Council (CAC) is pleased to inform you that at its June 15th, 2011 public meeting, your organization was awarded an Artist in Schools (AIS) Grant for FY 2011-2012. The grant amount is $9,600.

Enclosed are three copies of the **Standard Agreement,** which indicate award amount and grant period. Please note that the **Special Terms and Conditions (Exhibit D with Appendix A)** are available for review on the CAC website at http://www.cac.ca.gov/files/forms.php and are hereby incorporated by reference and made part of this agreement.

The following required documents are accessible from the same CAC webpage that we mentioned above:

- ☐ Invoice for Grant Payment and Instructions Form;
- ☐ Payee Data Record and Instructions Form,
- ☐ Sample Thank You Letters to Governor and State Legislators;
- ☐ CAC/NEA Grants Activity Survey and Instructions Form; and
- ☐ Final Report Form.

In addition, the CAC Grant Description and Budget Form, Exhibit A & B must be filled out, printed and included when returning your signed contracts and other materials.

How to access the Grant Description and Budget Form is outlined in ATTACHMENT I.

If for any reason you need hard copies of any of the above documents, please contact Lucy Mochizuki, Contracts Administrator at (916) 322-6337 or send an e-mail to lmochizuki@cac.ca.gov.

Please review the **Standard Agreement, Grant Agreement Special Terms and Conditions** (Exhibit D), and **Reporting Requirements** (Exhibit D, Appendix A). If the terms and conditions are acceptable, please do the following:

- ☑ Sign all three copies of the Standard Agreement
- ☐ Prepare the Project Description and Project Budget, Exhibits A and B (three copies)
- ☑ Complete the State of California Payee Data Record (one copy)
- ☑ Prepare an invoice for the 90% advance (one copy)
- ☑ Prepare and mail thank you letters to your state legislative representatives; submit one copy of each letter to the CAC.

Please return all of the above to the CAC by 40 days after receiving this mailing
(or by September 26, 2011), to the address below:

File No. 120569

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information *(Please print clearly.)*	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

Contractor Information *(Please print clearly.)*	
Name of contractor: **Roseli Ilano**	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. ***Use additional pages as necessary.*** Not applicable. Contractor is an individual.	
Contractor address: 2247 Ivy Drive #3, Oakland, CA 94606	
Date that contract was approved: *(By the SF Board of Supervisors)*	Amount of contract: $9,600
Describe the nature of the contract that was approved: To teach creative writing to youth.	
Comments:	

This contract was approved by (check applicable):

☐ the City elective officer(s) identified on this form

☑ a board on which the City elective officer(s) serves: San Francisco Board of Supervisors
Print Name of Board

☐ the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

_____
Print Name of Board

Filer Information *(Please print clearly.)*	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

_____ _____
Signature of City Elective Officer (if submitted by City elective officer) Date Signed

_____ _____
Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk) Date Signed