



## 2017 – 18 CONNECTING KIDS AND CULTURE EDUCATOR FAQ

### What is Connecting Kids and Culture?

Connecting Kids and Culture is a program jointly administered by the Community Foundation of Greater Des Moines and Bravo Greater Des Moines that provides funding for Central Iowa 1<sup>st</sup> – 5<sup>th</sup> grade students to experience culturally enriching educational opportunities. Both organizations are Charity Partners of the Principal Charity Classic®, proceeds from which make Connecting Kids and Culture possible.

The mission of Connecting Kids and Culture is to see every 1<sup>st</sup> through 5<sup>th</sup> grader in our service area experience Greater Des Moines' arts and cultural programming at least once per school year.

### What does Connecting Kids and Culture fund?

Connecting Kids and Culture funds may be used to cover costs necessary to connect elementary students with approved educational experiences both outside and inside the classroom (admission fees; costs associated with bringing experiences into the classroom like speaker or presenter fees; student transportation expenses, etc.). Connecting Kids and Culture supports arts and cultural programs that align with core curriculum objectives:

Ankeny Historical Society	Iowa Dance Theatre
Ballet Des Moines	Iowa Hall of Pride
Blank Park Zoo	Iowa State Capitol
Clive Historical Society	Living History Farms
CultureALL	Pappajohn Sculpture Park
Des Moines Art Center	Polk County Heritage Gallery
Des Moines Community Playhouse	Salisbury House and Gardens
Des Moines Metro Opera	Science Center of Iowa
Des Moines Performing Arts	State Historical Museum
Des Moines Social Club*	Urbandale Historical Society
Des Moines Symphony and Academy	Terrace Hill Foundation
Greater Des Moines Botanical Garden	West Des Moines Historical Society
Hoyt Sherman Place	World Food Prize Hall of Laureates

\*Field Experiences at the Des Moines Social Club must be approved by Connecting Kids and Culture in advance.

For purposes of funding, the definition of an arts and cultural organization and/or program is that its primary purpose is for the education, enlightenment and entertainment of the public through the production, presentation, exhibition, advancement or preservation of art, science, music, theatre, dance, zoology, botany, natural history or cultural history.

Experiences not approved for Connecting Kids and Culture Funding include:

- Professional or college sporting events
- For-profit culture or arts organizations
- For-profit culture or arts shows and contests
- Organizations in communities that do not currently contribute to Bravo Greater Des Moines (e.g. experiences in Ames are not approved as Ames does not contribute to Bravo and is outside of Bravo's service area)
- Entertainment organizations whose primary purpose is not arts and culture

Programs being presented by organizations not on this list must receive pre-approval from Connecting Kids and Culture.

### **Can we participate in Connecting Kids and Culture?**

School districts and private schools serving 1<sup>st</sup> – 5<sup>th</sup> grade students in the community partners investing in Bravo\*\* are eligible for funding from Connecting Kids and Culture. In the 2017-18 school year, eligible schools will receive \$3.40 per every enrolled 1<sup>st</sup> – 5<sup>th</sup> grade student.

\*\*The 17 community partners investing in arts, culture and heritage nonprofit organizations and programs through Bravo include: Altoona, Ankeny, Bondurant, Carlisle, Clive, Des Moines, Grimes, Indianola, Johnston, Norwalk, Pleasant Hill, Polk City, Polk County, Urbandale, Waukee, West Des Moines, Windsor Heights.

To participate, eligible schools and school districts must agree to do the following:

1. Sign an electronic grant agreement with Connecting Kids and Culture accessed through the grant management portal found at [connectingkidsandculture.org](http://connectingkidsandculture.org). Funds are made available after receipt of the signed grant agreement.
  - a. Log in to the grant management portal with the same account information used to complete the 2016-17 End of Year Evaluation. (Please read “Grant Agreement Process” below for detailed instructions on completing the grant agreement.)
  - b. If you no longer have your login password, please select “Trouble Signing In?” under the green Sign In button. You’ll then be directed to reset your password.
  - c. If your district’s CKC Administrator has changed since completing the 2016-17 evaluation, please contact Maggie Armstrong, CKC coordinator, at [amy@bravogreaterdesmoines.org](mailto:amy@bravogreaterdesmoines.org) or by calling 515.243.0388.
2. Maintain accurate financial records via the 2017-18 Field Experience Report form, which should be electronically completed after each experience.
  - a. Electronic Field Experience Reports can be completed by your CKC administrator or the experience lead educator(s) online at [connectingkidsandculture.org](http://connectingkidsandculture.org).
  - b. Fall semester Field Experience Reports are due by Jan. 15, 2018, and
  - c. Spring semester Field Experience Reports are due by June 1, 2018.

3. Complete the online end-of-year evaluation by the June 1, 2018 deadline. If your school will participate in field experiences after June 1, please send an email to [amy@bravogreaterdesmoines.org](mailto:amy@bravogreaterdesmoines.org) with additional details.

### **Grant Agreement Process:**

Once logged in to your account through the Grant Management Portal:

1. Scroll down the page until you find the section titled “Your Grants”
2. Click the “Edit” button to the right of the Connecting Kids and Culture Grant
3. Under “Accepted” you will see a 2017-18 Connecting Kids and Culture Grant Agreement listed as incomplete. Click “Start” to proceed to the CKC Grant Agreement.
4. Review the grant information, administrator contact information and terms of the grant, then sign the form using your mouse cursor.
5. Click “Save & Exit Application”
6. After you exit the grant agreement page, you should be directed back to the Connecting Kids and Culture Grants Management Portal. Your status will now be updated to “Complete.”
7. Congratulations! You are finished completing the grant agreement and may close out of your browser.

Funds are typically received by the district or school within 14 business days from the date the grant agreement is submitted.

### **What Connecting Kids and Culture documentation can be submitted electronically?**

All required forms and portal access are available on at [connectingkidsandculture.org](http://connectingkidsandculture.org):

1. Connecting Kids and Culture Grant Agreement
2. 2017-18 Field Experience Report
3. 2017-18 End-of-year Evaluation (link to complete the evaluation will be live in April 2018)

### **How can school educators access Connecting Kids and Culture funds?**

For public schools, funds are provided directly to the local school district. Consult with your Connecting Kids and Culture administrator for details. Funds to private schools are made available directly to the school’s Connecting Kids and Culture administrator.

### **Where can I get more information about Connecting Kids and Culture?**

The Connecting Kids and Culture coordinator, Maggie Armstrong, may be reached by phone at (515) 243-0388 or via email at [amy@bravogreaterdesmoines.org](mailto:amy@bravogreaterdesmoines.org). You may also visit [connectingkidsandculture.org](http://connectingkidsandculture.org).