



2018 – 19 CONNECTING KIDS AND CULTURE GRANT AGREEMENT AND FIELD EXPERIENCE REPORT INSTRUCTIONS

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 1st - 5th 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 purpose of Connecting Kids and Culture is to see every 1st - 5th grader in Greater Des Moines experience arts and cultural programming at least once per school year.

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

1. Sign an electronic grant agreement with Connecting Kids and Culture found at connectingkidsandculture.org. Funds are distributed after receipt of the signed grant agreement.
 - a. Log in with the same account information used to complete the 2017-18 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 2017-18 evaluation, please contact Amy Saylor, CKC coordinator, at amy@bravogreaterdesmoines.org or by calling 515.243.0388.
2. Maintain accurate financial records via the 2018-19 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 by the experience lead educator(s) online at connectingkidsandculture.org.
 - b. Fall semester Field Experience Reports are due by Jan. 15, 2019, and
 - c. Spring semester Field Experience Reports are due by June 3, 2019.
3. Complete the online end-of-year evaluation by the June 3, 2019 deadline. If your school will participate in field experiences after June 3, please send an email to amy@bravogreaterdesmoines.org with additional details.

Grant Agreement Process

Important Note! Schools do not need to fill out the 501c3 verification before signing the grant agreement.



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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 2018-19 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:

1. Connecting Kids and Culture Grant Agreement
2. 2018-19 Field Experience Report
3. 2018-19 End-of-year Evaluation (link to complete the evaluation will be live in April 2019)

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, Amy Saylor, may be reached by phone at (515) 243-0388 or at amy@bravogreaterdesmoines.org. You may also visit connectingkidsandculture.org.