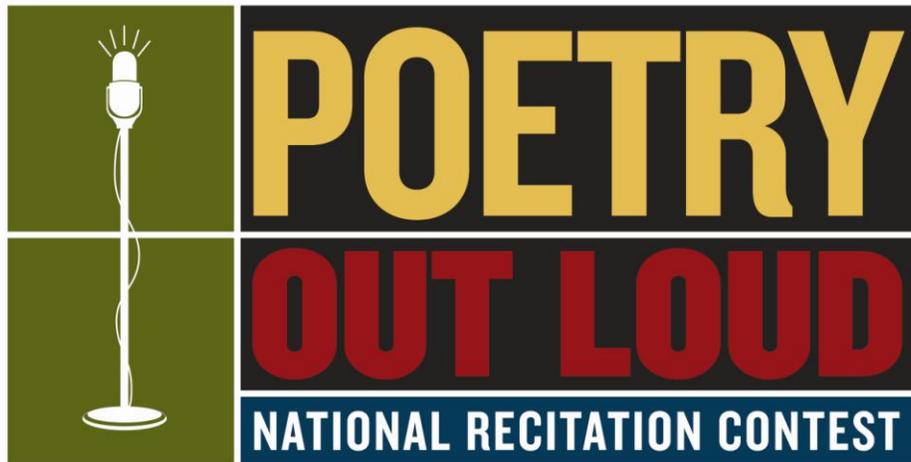


NATIONAL ENDOWMENT FOR THE ARTS

and

POETRY FOUNDATION

present



State Partnership Agreement Information

Contents

- 1. Contacts**
- 2. The Basics**
- 3. Timeline**
- 4. Grant Application and Management**
- 5. FAQs—Terms of Poetry Out Loud Support**

Please note: this document, excerpted from the Poetry Out Loud Organizer’s Guide, is meant to inform state arts agencies on the basics of managing and reporting on Poetry Out Loud activities as part of the NEA State Partnership Agreement Grant. The Organizer’s Guide can be found at the state partners’ section of the website, www.poetryoutloud.org. For a complete version of the guide or password information for the state partners section of the website, please contact the state liaison listed on the following page.

1. Poetry Out Loud Contacts

Poetry Out Loud Administration: National Endowment for the Arts

Leslie Liberato, Poetry Out Loud Program Manager
Eleanor Steele, Poetry Out Loud State Liaison

Poetry Out Loud: National Recitation Contest
National Endowment for the Arts
1100 Pennsylvania Ave. #703
Washington, DC 20506

Phone: (202) 682-5001

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steelee@arts.gov

State Partnership Agreements: National Endowment for the Arts

Laura Scanlan, Director, States and Regions
Andi Mathis, Specialist, States & Regions

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1100 Pennsylvania Ave. #722
Washington, DC 20506

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mathisa@arts.gov

2. The Basics

Program Structure

Poetry Out Loud starts in the classroom, with participating teachers using the Poetry Out Loud teacher toolkit to teach poetry recitation and run classroom competitions. Following a pyramid structure, classroom winners advance to a school-wide competition, then to a regional and/or state competition, and ultimately to the National Finals.

Eligibility/Legal Participation Requirements

Poetry Out Loud is for high-school students (grades 9-12) at both public and private schools. Eighth graders enrolled in a participating 9th-through 12th-grade class are eligible to compete, at the discretion of state Poetry Out Loud coordinators. Homeschooled students are eligible to compete if the state coordinator finds an equitable and fair way to include them.

No student may be excluded from participation in this program on the basis of race, color, religion, sex, disability, or national origin. Schools may determine eligibility for classroom- and school-level Poetry Out Loud programs pursuant to local and state law. **Under federal law, participation in state competitions and the National Finals is restricted to U.S. citizens or permanent residents.** Foreign exchange students and other visitors are not eligible to compete for titles or official prizes at the state and national level, unless they are U.S. citizens or permanent residents. A National Champion is not eligible to compete in future years.

Awards*

State awards: Each state champion will receive \$200 and an all-expenses-paid trip (with an adult chaperone) to Washington, DC, to compete at the National Finals. The state champion's school will receive a \$500 stipend for the purchase of poetry books. One runner-up in each state will receive \$100; his or her school will receive \$200 for the purchase of poetry books.

National awards: A total of \$50,000 in awards and school stipends will be given at the Poetry Out Loud National Finals, with a \$20,000 award for the National Champion. The second-place winner will receive a \$10,000 award; the third-place winner will receive \$5,000; and the fourth- to ninth-place finalists will each receive \$1,000. Their schools will receive \$500 for the purchase of poetry books. There will be one runner-up in each semifinal competition. That student will not advance to the finals, but will receive a \$1,000 cash award and \$500 school stipend.

All awards are paid directly by the Poetry Foundation. **Poetry Out Loud funding as part of the NEA State Partnership Agreement Grant may not be used to supplement the awards.** Many states have successfully expanded the awards by soliciting private donations or prizes.

*Awards will be made in the form of lump sum cash payments, reportable to the IRS. Tax liabilities are the sole responsibility of the winners and their families.

3. Timeline

	State Arts Agency Deadlines for POL	Where To Find Grant Information and Required Forms
September 2010		
October	October 1—Application deadline for state arts agencies’ partnership agreements	See “ Deadline Dates ” section of guidelines at http://www.nea.gov/grants/apply/Partnership/states.html
November	November 22—Deadline to notify NEA of state finals date	
December		
January 2011	January 28—School lists due to NEA (always last Friday in January)	See “ Reporting Requirements ” http://www.arts.gov/manageaward/PartnershipRR10-and-Later.pdf Accessible from “ State Partners ” section at www.poetryoutloud.org
February		
March	March 21—Deadline for state finals March 24—Deadline for National Finals student registration, poems, and prize paperwork April 9—Deadline for all other registrations for Finals (including SAAs)	Visit www.regonline.com/POL2011
April	April 27-29—National Finals in Washington, DC	
May		
June	June 24—Poetry Out Loud Descriptive Report due (Always last Friday in June)	See “ Reporting Requirements ” http://www.arts.gov/manageaward/PartnershipRR10-and-Later.pdf Accessible from http://www.arts.gov/manageaward/Partnerships.html Visit Poetry Out Loud Final Descriptive Report for State Arts Agency FY07 & later for form: http://www.arts.gov/manageaward/OrgsFDR.pdf
July	Earliest start date for NEA state partnership agreement grants/ start date for tracking costs for upcoming year	
August		

4. Grant Application and Management

The Arts Endowment provides support for Poetry Out Loud activities culminating with the Poetry Out Loud state and national finals. Funding for state activities is included in the State Arts Plan Component of the NEA State Partnership Agreement Grant.

State champions will progress to the National Finals in Washington, DC. The NEA and Poetry Foundation will cover travel costs to Washington, DC, for the state champion and one adult chaperone, selected by the state champion's family.

Required components for Poetry Out Loud:

- SAAs will recruit schools to implement the Poetry Out Loud curriculum in the classroom. Schools will hold classroom-level and then school-level poetry recitation contests and identify a school champion, with their activities supported by a comprehensive program planned by the SAA and any contracted partners.
- Each SAA will then hold a state-level Poetry Out Loud recitation contest, identifying a state champion by March 21, 2011.
- Provide information on the lead contact at each participating school by January 28, 2011, via e-mail to poetryoutloud@arts.gov. Column headings must be as follows: school name, school street address, city, state, zip, lead contact first name, lead contact last name, phone number, fax number, e-mail, and number of participating students.
- Complete the Poetry Out Loud Descriptive Report form available online at <http://www.arts.gov/manageaward/Partnerships.html> by June 24, 2011. The report form should only reflect Poetry Out Loud project activity. Please e-mail the report to poetryoutloud@arts.gov.

5. FAQs—Terms of Poetry Out Loud Support

When will the funds be awarded?

Poetry Out Loud funds are part of your NEA State Partnership Agreement Grant and may be drawn down as part of regular Partnership Agreement requests for advance or reimbursement.

Must the grant funds be matched?

For NEA FY 2010 Partnership Agreement grants (for SAAs' FY 2011 programs), state arts agencies must show a 1:1 match on the overall grant. Overmatch in one component of the grant may offset undermatch in another component, with the exception of the Arts Education Component, which must be fully matched 1:1. In-kind contributions such as curriculum materials from the Poetry Foundation and teacher time at participating schools may be used to meet the match requirement for the overall agreement.

How may the funds be spent?

Grant money may be used for administrative expenses of the state Poetry Out Loud program, including staffing. It may be used to send writers or teaching artists to give workshops in schools. It can be sub-granted to a local partner—as long as the program is implemented and the state finals are held in cooperation with the state arts agency. It can be used for travel expenses to bring school-level champions to the state finals. Grant funds may also be used to pay travel costs for a SAA representative to attend the National Finals. Typically, significant costs include guest artists, transportation, and the state final event. Grant funds may not be used for fundraising, receptions, or additional prizes.

If we cannot pay for receptions, how do we feed students who participate in our state final event or teachers during workshops?

Students traveling to a state final competition may be offered a per diem. Alternately, grant funds may support working lunches. If you have day-long events for students or teachers you may serve lunch or support their meals during these Poetry Out Loud-related activities.

May we use funds for judge stipends at the state finals?

Yes, SAAs may use grant funds for stipends and/or travel expenses for judges. However, many judges are pleased to donate their time in support of the program. If this is the case, you may claim their time as an in-kind contribution.

May we use “leftover” funds from this year’s grant for teacher recruitment and publicity for next year’s program?

Yes, remaining funds within the current period of support may be used to recruit teachers and promote the upcoming year of POL. However, please be clear in your accounting—no overlapping project costs and/or comingling of funds.

Must my program be statewide?

No, a statewide program is not a requirement.

Can state arts agencies use a partner to administer the program?

Absolutely. SAAs may run Poetry Out Loud in-house, or they may contract or sub-grant out some or all of the program. Many of the states plan to work with partners in administering Poetry Out Loud. We do ask, however, that the SAAs stay closely involved in the program. SAAs should retain ultimate oversight and ownership of the project, as partners with the Arts Endowment. The NEA believes that the SAAs will continue to benefit from high visibility in this program and have many resources that are necessary for the program to succeed.

Is there room for other elements in Poetry Out Loud?

Poetry Out Loud should align with your SAA's educational priorities. To serve that need, we encourage SAAs to think creatively about artist residencies, teacher in-services, creative writing workshops, and other educational opportunities that will enhance a student's appreciation for poetry. Of course, there is no requirement that SAAs incorporate these additional components into their programs.

What NEA outcome does Poetry Out Loud address?

Poetry Out Loud addresses NEA outcome D1Z: "Activities supported through partnership with arts agencies and regional arts organizations makes the arts and arts education widely available."