

# AIE Contract Guidelines

The downloadable “**School District Request For Arts In Education**” contract is available on the BOCES website in both Word and pdf formats. [Contracts](#) may be downloaded at [www.dcboces.org/artsineducation](http://www.dcboces.org/artsineducation) under the **FORMS** page. You may also link to the FORMS page by clicking on the word [contract](#) listed anywhere below. Please note that the contract can be filled in online and downloaded but cannot be submitted electronically. They may also be available through your district arts in education coordinator.

1. Schools should complete all areas of the contract and assure it is signed by the district coordinator AND administrator before faxing/ mailing \* to the BOCES coordinator, as listed below. [Contracts](#) need to be received by Maria DeWald, BOCES AIE Coordinator, BEFORE THE EVENT OCCURS (*it is possible that contracts received after the program occurs may not be accepted*) and at least one month prior to the performance (8 weeks prior for pre-payments for registrations, tickets, etc.). They can be sent as much as a year in advance but **no later than April 15**.
2. Many schools/districts fill out most of their AIE [contracts](#) in the summer or early in the school year to alleviate delays in payment. Under unusual circumstances, if the contract is delayed, please call the BOCES Coordinator to discuss.
3. The \* initial [contract](#) may be faxed but BOCES will need an **original** mailed eventually before processing payment. This is the **ONLY** original paperwork needed. Details for filling out the contract follow below.
4. All artists employed through the AIE Co-Ser who are presenting an arts program for the first time in a district, will need to be fingerprinted prior to presenting the program if the artist will be spending unsupervised time or have direct contact with children under the age of 21 or will be conducting a residency of five days or more. This is the responsibility of the district and artist.
5. **PAYMENT: Please note carefully:** BOCES becomes the agent of payment for all contracts although the individual district/school/donation provides the funds to pay the artist/organization and the administration fee. This process assures that BOCES can submit their annual report on all AIE Co-Ser expenditures to the State Education Department to assure aid is received on all approved AIE contracts for that school calendar year. (Aid is received by the district in their first general state aid payment of the following year.) Therefore, BOCES, **NOT THE DISTRICT/SCHOOL**, must issue payment

to the artist/organization. **If the school pays the artist/organization directly, any state aid that would have been forthcoming on that contract is forfeited as it becomes impossible for BOCES to render payment in their end of year report on how much aid is due.**

6. Payment to the artist/organization normally should take **no more than 4-6 weeks**. However, budget modifications, W9 forms missing or not consistent with the contract and artist's IRS filing, business office payment schedules, missing paperwork (original contracts/invoices/claim forms), holidays/emergency situations, and so forth, could delay payment. In regard to budget modifications, payment is much more efficient if the school district maintains an AIE debit account to pay artists rather than BOCES depending on individual budget modifications for each contract which requires extra time and will cause significant delay.

#### 7. **Filling Out The Contract:**

- **Provider Information:** *In filling out the contract, the name or organization name should exactly duplicate the artist's IRS tax filing, e.g. if the artist files under their name and Social Security # (individual), fill the contract out this way; if the artist files under an organization name such as "Puppet People, Inc." or using a TIN# (group), fill the contract out this way. The information provided on these lines MUST exactly match the information provided on the W9 (for 1099 reporting purposes)*
- **W9:** A W9 is **NOT** needed unless Dutchess BOCES has never worked with the artist/organization before OR more than three years has passed since they have OR an address or name change has occurred.
- **School Information:** Please provide reliable information on school contacts, whether staff or volunteer, who can answer questions about the contract if necessary. Please include an email address and reachable phone number.
- **Standards and Pre-Payments:** Please check off all standards that apply to the program. If **Pre-payment** is needed (*available for **purchases** such as tickets, participation fees, and registrations ONLY*), please check the box and fill in the Required By Date. BOCES should be allowed at least 8 weeks *prior to the payment deadline* (not the event date) to assure payment by the requested date.
- **Partial Payment:** BOCES can only provide payment on **services** after they have been rendered. However, if a residency is very long, e.g., a month in October and a month in May, **partial payment** may be made after whatever part of the services has been completed. If Partial Payment on Services rendered is needed, please state so clearly in the Fee or Description sections.
- **Description:** Please describe exactly why the program meets the Arts In Education program requirements and align with the AIE Standards checked in #3
- **Evaluation:** Please fill in the name of the staff responsible for poet event follow-up/evaluation.

- **Grants:** Fill out this section **ONLY** if a Federal, State or County grant will partially offset the cost of the program. For example, if a residency costs \$3000 and a grant has been received from one of the entities above for \$1000, you would fill out as follows: **Grant Amount:** \$3000/ **Source:** Dutchess County Arts Council/ **To Be Used:** To Pay Partial Artists Fees. Then, subtract the amount of the grant from the total fee and **put that amount only in the FEE** section in #1 of the contract. In this case, the Fee would be \$2000 which would be aid able under the BOCES Co-Ser (you cannot “double dip” on the \$1000 granted by the government agency). ***If there is no grant for the particular contract, leave this section blank.***
- **Artist Signature or Invoice:** The contract must either be signed by the artist/organization or, in lieu of the signature, an **INVOICE** must be sent. Please assure all information matches on the invoice/contract/W9. The invoice does not need to be an original and can be faxed/emailed. **An invoice is not the same as a contract and, in fact, should not include the word “contract” on it.**
- **N.B. and Signatures:** Please note carefully the statement at the bottom of the contract. First, the district administrator is certifying by their signature that the contract does not include transportation/ food which are not aid able. (This excludes any artist transportation that is part of that artist’s fee). Secondly, they are **authorized** to guarantee payment of the contract by the district. Lastly, they understand that an administrative fee of 7% per contract will also be billed unless it was pre-paid by the district.
- The contract must also be signed by the **district AIE Coordinator** in addition to the **authorized district/school administrator** noted above.
- **Please note: Exact Dates** are needed on contracts/invoices, not a range such as September 10-October 20. If, when you initially send the contract, the dates are not available as yet, they need to be sent eventually before payment can be processed.
- **District Coordinators:** Again, district coordinators need to carefully check **contracts/invoices/ W9s** to assure everything is filled out and signed accurately. If time is an issue, please send the basic contract and catch up with the rest of the paperwork as soon as possible.
- **After completion, and following individual district process** which usually means the district AIE coordinator will process it first, the contract should be sent to Dutchess BOCES at 5 BOCES Rd, Poughkeepsie, NY 12601, c/o Maria DeWald, AIE Coordinator or faxed to 845-486-4832. At this point, **after approval as a legitimate AIE expenditure indicated by the BOCES Coordinator’s signature**, BOCES becomes the agent of payment, proceeds with securing a Purchase Order, and assures payment, using the appropriate district funds, as necessary. The BOCES Coordinator will confirm approval by email with the district coordinator and place the event on the BOCES AIE calendar. If for some reason the contract is not approved, an email to that effect will be sent back to the district coordinator also
- **Contract Modifications:** If there is a contract modification before the date of the performance, fill in the items which have changed such as new dates/fees, staple it to a copy of the original contract and resubmit. **PLEASE NOTE:** If using an invoice in lieu of

the artist's signature, we will need a new invoice also reflecting the changes that have occurred.

- **Claim Forms:** District Coordinators are to assure that the artist/organization has a copy of the **Artists Claim** Form to assure that payment is facilitated in a timely manner after the event is completed. This form should be submitted within 24 hours of the completion of the contract. The easiest way to accomplish this is to have the artist/organization sign the form. The easiest way to accomplish this is to have the artist/organization sign the form then assume responsibility for its completion/submission. **NO PAYMENT CAN BE ISSUED WITHOUT THIS FORM** as it is your confirmation that the contract has been fulfilled. Again, please assure the dates/fee/all other information on the Claim Form match the information on the contract/invoice/W9. The Form is available electronically at the BOCES site or by clicking above. This form can be emailed/faxed and does **NOT** need to be an original. **NO CLAIM FORM IS NEEDED FOR PRE-PAYMENTS** since these are for purchases, not services

## Guidelines for Approval

The following is a list of Dutchess BOCES Guidelines for program approval developed to assure the integrity of the aforementioned NYSED Program:

Compliance with the following standards is required for BOCES aid approval:

- Alignment with the New York State Learning Standards for the Arts.
- Activities and services pertaining to the arts may involve multiple contacts. For example, a residency, which may be one day in length but is usually of longer duration, is not meant to be an assembly program and multiple contacts between artists, students and teachers would be expected in these cases. An artist might provide staff development activities for teachers before or after a performance. Also, activities or special interest workshops might be held for students in addition to a performance. Another example might be a multiple contract between districts for a countywide musical production. *These types of arts experiences are highly recommended.*
- Approval may be given for an arts performance on an individual contract basis according to curriculum appropriateness.
- Programs must include a teacher evaluation as part of the plan.
- Artists and cultural organizations listed on the Arts-in-Education Website are recommended as a guide/contact vehicle and are not meant to be restrictive or inclusive in any way.

- Some examples of aid able programs are artists-in residence, professional development in the arts, author visits, theatre and museum tickets, registrations for NYSSMA/DCMEA, and arts-related components to larger events such as an appropriate I max movie when visiting a museum/site.
- This service may also grant aid for the cost of students' admission tickets when field trips are taken to attend visual arts exhibitions, dance/music/dramatic performances. This includes both local and non-local activities/venues such as a Broadway show, a Bardavon performance, the Hudson Valley Philharmonic, etc.
- Transportation/Food costs are not eligible for BOCES aid. Neither is any arts-in-education activity occurring on a **weekend** or in the **evening** [**exception**: a weekday evening or Saturday performance that is part of/connected to an artist-in-residence or workshop project or a connected event that is only available on a weekend]. There are a [very] few exceptions for weekends. Summer activities are not eligible except for professional staff development.
- All artists employed through the AIE Co-Ser who are presenting an arts program for the first time in a district, will need to be fingerprinted prior to presenting the program if the artist will be spending unsupervised time or have direct contact with children under the age of 21 or will be conducting a residency of five days or more. This is the responsibility of the district and artist.

Following is a scale recommended by Edward S. Marschilok, associate in music education at the NYSED Office of Curriculum and Instruction in 1998-99, to determine if an arts program has educational value:

****	Highest rating
****	Students demonstrate learning due to motivation/challenge of the workshop, exhibition or performance
***	Enrichment for another core subject that addresses one of the Arts Standards
**	Exposure with no personal commitment to an art form or an opportunity to demonstrate learning
*	Entertainment that passes time, requires no student effort, and is superficial

For Dutchess County Coordinators, a good rule of thumb is that more than 75% of the content/delivery of the program should be arts related. Students should leave the event feeling it was an arts experience. For example, if the theme of a performance is history but involves a theatre performance, songs of the period, etc. it could be aid able. However, if the theme of a program is basketball or science and involves only one small component, say 10%, that is arts

related, it would not be eligible for aid. It might, however, be eligible for aid under the Exploratory Enrichment Co-Ser.

It should be a goal of all district arts coordinators to assure that *every* student, over the course of their school careers, enjoys the benefit of exposure to at least one or more arts residencies. Hopefully, exposure to an arts workshop or event for every student each year is also not unreasonable and highly desirable.