



*Perpich Center for Arts Education*  
**Art Courses for Educators (ACE)~Media Arts**

# **Guidelines and Application Form for School Teams**

Application deadline: 2:00pm on January 15th, 2010

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Join us on the journey!



**Arts Courses for Educators (ACE) - Media Arts Program**  
**Winter 2010 – Summer 2011**

Media Artists will work with you at your site and at the Perpich Center for Arts Education to offer high quality and industry-level training that will prepare you to teach real world skills to your students in your classroom.



Teacher teams from schools/districts selected to participate in the Arts Courses for Educators (ACE) ~ Media Arts program will receive professional development support in:

- **Digital Photography** using Adobe Photoshop
- **Digital Cinema** using iMovie and Final Cut Pro
- **Animation** using Adobe Photoshop, iStopMotion, iMovie and Final Cut Pro
- **Curriculum Design** aligned with the MN Academic Standards in the Media Arts

**Deadline for Applying: 2:00 pm – January 15<sup>th</sup>, 2010**

## 1. Program Overview

**Art Courses for Educators (ACE)~Media Arts** provides professional development in media arts education for K-12 educators. During the two-year program, school teams from across the state attend workshops at the Perpich Center for Arts Education and receive on-site consulting from experienced media arts educators.

**Participating schools also receive a grant to cover expenses associated with the program.**

ACE~Media Arts goals are to advance the teaching of media arts in Minnesota public schools (grades K-12) and to sustain media arts education as a part of the overall community of learning throughout Minnesota.

ACE~Media Arts is a program of the Perpich Center for Arts Education, and is supported through state funds appropriated by the Minnesota Legislature. Funding for ACE~Media Arts is contingent on availability of funds and an appropriation by the Minnesota Legislature.

## 2. Who may apply?

ACE~Media Arts provides professional development grant funds to school teams from public elementary or secondary schools (K-12) anywhere in Minnesota. Participating school teams are selected through a competitive grant process. An ACE~Media Arts team is comprised of three or four members, one of whom serves as team the leader and liaison with Perpich Center staff. A team can be either school or district based. Most team members are teachers; however, teaching specialists, technology coordinators, curriculum coordinators or an administrator may also be part of a team. ACE~Media Arts welcomes teachers who are new to media arts, as well as experienced media arts educators.

## 3. Description of Media Arts

Media arts is an art form that involves both artistic and technological skills. Media arts teaches participants to creatively structure the elements of space, time, light, motion, color and sound to express their perspectives, feelings and ideas. Participants are challenged to appreciate, analyze and create works through the moving image, stop-motion animation, sound, photography, digital arts and interactive media. Media arts seeks to develop visual communication abilities, problem-solving techniques, creative and critical thinking skills along with technological application of these skills through current and emerging technologies. ACE~Media Arts encourages the inclusion of media arts education in the curriculum as a distinct area of study as well as one that is integrated with other subject areas.

## 4. Grant Amount

5-8 grants will be awarded in a competitive grant process. The grants provide reimbursement to schools for the following expenses associated with the program:

- Substitute teacher costs during workshop and planning days (up to five a year) are reimbursed. Substitute coverage payment may be used for extended contact hours for teachers in lieu of full day planning meetings with their ACE~Media Arts instructor.
- Travel expenses for teams outside the Twin Cities metro area (lodging, mileage, meals) are reimbursed.
- Honorariums of \$75 per day per participant during summer workshops are reimbursed.

The grant amount is based on the above expenses; therefore, it varies from school to school. For example, a Twin Cities team would receive grant support for substitute teacher and summer honorarium costs only, since no travel costs would be incurred.

This initial grant provides funding for the 1<sup>st</sup> year of the two-year program; a continuation grant will be awarded for the 2<sup>nd</sup> year, contingent upon successful completion of project activities during year one, including submission and acceptance of a year-end budget report prepared by the school business office with the assistance of the team leader. Funding for all ACE programs are contingent on availability of funds and an appropriation by the Minnesota Legislature.

## 5. Timeline for Year 1

*Application deadline: Applications must be postmarked by January 15th. Hand-delivered applications will be accepted until 2:00 PM on January 15, 2010. No faxed or emailed applications will be accepted.*

Notification: All applicants will be notified of funding status on or about March 1, 2010.

Team Leader Orientation: Team leaders will meet with ACE staff for planning and orientation at the Perpich Center tentatively scheduled for March 19, 2010 from 10:00 AM-2:00 PM. Team leaders from outside the metro area will be reimbursed for travel expenses. If the team leader cannot attend the March 19th meeting, alternate arrangements for orientation will be made.

Spring Workshops: All team members are required to attend two workshops held during the academic year at the Perpich Center on the following dates (year 2 will include 3 workshops):

- Friday, April 9, 2010
- Monday, May 3, 2010

Summer Workshops: All team members are expected to attend a two-day workshop on Wednesday and Thursday, June 16 and 17, 2010, at the Perpich Center for Arts Education.

Budget Report: Budget report for the 1<sup>st</sup> year of the grant is due June 25, 2010. The school's business office is responsible for the year-end budget report, with the assistance of the team leader.

Year Two: ACE~Media Arts is a two-year program with similar workshop, site visit, and grant parameters during the 2<sup>nd</sup> year of August 2010 - June 2011. A definite schedule will be set for the 2<sup>nd</sup> year of ACE~Media Arts programming once participating school districts have been selected.

## 6. Beyond the workshops...

*ACE~Media Arts is more than just workshops! It's a comprehensive, two-year, professional development program that also provides:*

Site visits: Participating schools receive at least 3 days of services by ACE~Media Arts Instructors for hands-on instruction and consulting services at the school sites.

Professional Network: ACE teams represent schools from across the state and from a wide range of district sizes. Teachers share their expertise, questions, and successes with each other. We will be developing a common collection of resources within this program that will be shared with all participants in web, CD, DVD and print materials.

Resources: ACE participants have access to the media, curricular, and professional development resources in the Media Arts Education Curriculum Collection. Teachers may examine these materials onsite or borrow them by becoming members of the Perpich Center Library, a free service.

Expertise: The ACE staff and instructors represent a broad aesthetic view of media arts and draw from many years of in-depth work as artists-educators in the field. They incorporate research-based methods of learning and assessment, and investigate the use of technology to support media arts education.

Graduate Credit: Three hours of grad credit per year are available through special arrangement with Bemidji State University, for additional cost.

Professional Development/Continuing Education Unit (CEU) Clock Hours: Participants receive clock hours for workshops.

## 7. Criteria

Acceptance into the ACE~Media Arts program will be awarded on a competitive basis to school teams that demonstrate the following key elements:

1. Evidence of identified student need for media arts education within school curriculum
2. Evidence of commitment by the school and all team members to ACE goals and program processes
3. Evidence that the capacity exists for this team to effectively implement media arts education in their school curriculum
4. Completeness of the application

The following criteria will be considered after the above criteria have been met:

- State geographic representation
- Balance of grade levels within overall ACE program

In the event of multiple applications being equally ranked on criteria, preference will be given to sites that have not previously received ACE funding.

## 8. Selection Process

Screening: Applications will initially be screened for completeness by Perpich Center staff. If an incomplete application is received prior to January 15th, 2010, staff will make an effort to contact the applicants to fill in the appropriate information. After January 15th, no additional information will be accepted, and applications will lose review points in the “completeness” criteria (Criteria #4, above).

Review Panel: A panel will meet in late January to review the applications according to the criteria stated above and make granting recommendations.

Board Decision: The Perpich Center Board of Directors will make final grant decisions at its February 2010 meeting.

Notification: All applicants will be notified of funding status on or about March 1, 2010.

Funding for this program is contingent upon an appropriation by the Minnesota Legislature to the Perpich Center for Arts Education.

## 9. For Further Information

Perpich Center staff is happy to discuss the program with you and your school as you develop your application. Please contact:

Jeremy Holien  
Visual and Media Arts Education Coordinator  
Phone: 763.591.4776 or 1.800.657.3515  
jeremy.holien@pcae.k12.mn.us

# Frequently Asked Questions

**What does a school get from the ACE~Media Arts program?** ACE~Media Arts provides the following resources and services for participating schools during **each year** of the program:

- 3-4 workshop days for teachers (year 1 of the grant will have 2 workshop days in the spring and 2 workshop days in June, while in year 2 there will be at least 2 workshop days during the school year and at least 1 workshop day in June)
- 3 days of services at the school site with ACE Instructors
- Continuing education clock hours; optional graduate credit for an additional fee
- Up to 5 days of substitute teacher reimbursement for workshop and planning days
- Participant honorariums during summer workshop days
- Reimbursement for travel expenses to workshops (lodging, meals, and round trip mileage for one vehicle) for schools outside the Twin Cities metro area

**What are the school's obligations?** Schools are expected to support team efforts to incorporate media arts into the district curriculum. Specifically, schools must allow release time for teachers (5 days during the academic year) to participate in ACE workshops and planning days. In addition, a contact person in the school Business Office should oversee ACE grant expenditures, and prepare the year-end budget report with the assistance of the Team Leader. Additionally, school districts agree to provide "at-will" access to equipment and software and as much of the optional equipment as feasible (please see application form for details).

**Some of us already use a few media arts activities in our classes, but none of us has had any real media arts training. Should we still apply?** Absolutely yes! ACE~Media Arts welcomes new as well as experienced media arts educators. The fact that several teachers in your school are already using media arts is a great beginning. Whatever your level of skills and confidence about teaching media arts, we'll work with you to strengthen media arts education in your school.

**Can our team include members from schools across the district?** Yes, teams may be school based or district based. District based teams are more successful when aligned across content or grade levels.

**Are the site visits similar to an Artist-in-the-School Residency?** The goals of the ACE~Media Arts site visits are different from goals of artist residencies. Artist residencies emphasize student interaction through artist presentations and artist-led classes. ACE site visits focus on integrating and strengthening media arts within existing or newly developed curriculum. During site visits, the ACE Instructor models media arts curriculum with the team or individual teachers for planning purposes. Another significant role of the instructor is to provide both media arts technical and artistic training.

**What are the Team Leader's responsibilities?** Team leaders are a vital part of the success of the ACE program. We depend upon their expertise and ideas to build strong teams and an effective program. Specific responsibilities are:

- 1) Attend a 1/2 day planning and orientation meeting at the Perpich Center in Golden Valley, MN.
- 2) Contact your school business office to determine who will oversee ACE grant expenditures and prepare the final budget report with your assistance. The school is responsible for turning in the final budget report for year 1 by June 25, 2010.
- 3) Contact team members to verify attendance at all workshops and site visits, including the subsequent summer workshops.
- 4) Work with the business office to arrange payment for the summer stipends for participating teachers (\$75 per day per teacher).
- 5) Reserve hotel rooms and coordinate travel arrangements for teams coming from outside Twin Cities metro area.
- 6) Coordinate overall schedule for site visits.
- 7) Notify ACE Coordinator in writing (or email) of any team member replacements.

**What are the responsibilities of the other team members?**

Team members are required to attend five days of workshops at the Perpich Center as well as three planning days/site visits at the school site during the year. At least one week prior to workshops and planning days, team members should confirm attendance with the team leader and arrange for sub coverage.

The goal of ACE~Media Arts is to help teachers successfully teach media arts in their classrooms. Teachers may modify and adapt ACE lessons as needed to fit their curriculum. Teachers will also develop new media arts lessons of their own. In year one, participants will create at least one lesson unit of study for students. In year two, participants create media arts units of study that will span several weeks.

**If we are awarded an ACE grant, what will the payment schedule be?**

Grantees will receive an initial payment of 70% of the grant amount per year once the grant contract is executed. A final payment for the remainder of the expenses will be released when the team's final budget report is received and approved. The due date for the final budget report for **year one** is June 25, 2010. A second year continuation grant will be provided to schools upon successful completion of year one and submission of the year-end budget report.

At the end of the two-year ACE grant, final year two payments will be released when the team's final budget report is received and approved. The due date for the final budget report for **year two** is June 24, 2011.

**Does the school get to keep any unspent money from the grant?**

No. ACE grants provide reimbursement to schools for expenses associated with the program, so any unused funds from the grant (after all reimbursements have been covered) will need to be returned.

**May I send this application by fax or email?**

No. Applications must be **postmarked on or before January 15th, 2010**. Hand-delivered applications will be accepted until 2:00 PM on January 15, 2010. No faxed or emailed applications will be accepted. Send completed applications to:

Suzanne Bursh  
Professional Development and Research Administrative Assistant  
Perpich Center for Arts Education  
6125 Olson Memorial Highway  
Golden Valley, MN 55422

# Application Process Checklist

## 1. Gather your potential partners

- Meet with team members to discuss the questions on the application.
- Identify who will be the Team Leader.
- Identify who will write & submit the application.
- Notify any individuals that need to know you are making this application (school principals, district superintendent, arts coordinators).

## 2. Plan ahead

- Be aware of school breaks – how might that affect your timeline?
- Find out who is the authorizing official. Schools or districts generally have one person authorized to sign grant applications and contracts (often it is the superintendent). Check with your school's administration to find out who that person is.
- Allow sufficient time to obtain signatures from team members, principals, and authorizing official before the application deadline of January 15<sup>th</sup>, 2010.

## 3. Draft the application

- Complete sections I, II, III and V of the application.
- Answer the Narrative Questions in Section IV (maximum of 2 pages).
- Proofread – all team members and administrators should have a chance to read and comment on the draft.

## 4. Obtain signatures

- Team Leader
- Other team members
- Principal (s)
- Authorizing Signature

## 5. Prepare the application for submission

- Make or deliver the original application to Perpich Center. Please paperclip all pages together and **do not staple**.
- Make a copy of the application for each member of the team and for school officials.

## 6. Submit the application

Applications must be **postmarked on or before January 15th, 2010**. Hand-delivered applications will be accepted until 2:00 PM on January 15, 2010. No faxed or emailed applications will be accepted. Send completed applications to:

Suzanne Bursh  
Professional Development & Research Administrative Assistant  
Perpich Center for Arts Education  
6125 Olson Memorial Highway  
Golden Valley, MN 55422

# Arts Courses for Educators (ACE)~Media Arts Program

## Application Form for Schools 2010-2011

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**Applications must be postmarked by January 15th, 2010. Hand-delivered applications will be accepted until 2:00 PM on January 15, 2010. No faxed or emailed applications will be accepted.**

*Please note: You may apply as a district or as an individual school. You may also apply jointly with another district if one district agrees to be the fiscal agent for the duration of the program. A memorandum of understanding should be included with the application if you are proposing a joint collaboration between more than one district. Only public schools and publicly funded charter schools will be considered for selection. Please print or type. You may also generate your own form using the same information in the same format.*

### I. School and District Information:

Name of Applying School: \_\_\_\_\_  
(or District Name if multiple schools are represented on team)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Principal: \_\_\_\_\_

School Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Number of Students in School(s) (or district if multiple schools): \_\_\_\_\_

Grade Levels Represented by Participating School(s): \_\_\_\_\_

District Name: \_\_\_\_\_ District #: \_\_\_\_\_

District Superintendent: \_\_\_\_\_ # of Students in District: \_\_\_\_\_

Federal ID #: \_\_\_\_\_ State ID #: \_\_\_\_\_

Minnesota Congressional District #: \_\_\_\_\_

To determine your congressional district go online to: <http://geo.commissions.leg.state.mn.us/districts/start.html>

District Arts Coordinator: \_\_\_\_\_

District Curriculum Director: \_\_\_\_\_

Name & Title of Business Office Contact Person: \_\_\_\_\_

Mailing Address of Business Office: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Who is authorized to sign contracts for the school or district?

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name & title of person filling out this application: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

What is your substitute teacher rate for the 09/10 and 10/11 academic years: \_\_\_\_\_

*Include benefits and TRA. If you have multiple sub rates, use the highest tier.*

Does your school participate or have they participated in other Perpich Center programs?  Yes  No

If YES, which programs and during which years? Check those that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> ACE~Dance                   | <input type="checkbox"/> Multicultural Voices            |
| <input type="checkbox"/> ACE~Theater                 | <input type="checkbox"/> MN Arts and Schools as Partners |
| <input type="checkbox"/> Artist & Educator Institute | <input type="checkbox"/> pARTner Schools                 |
| <input type="checkbox"/> CAPP                        | <input type="checkbox"/> Quality Teacher Network         |
| <input type="checkbox"/> Other (list): _____         |  |

## II. Information on Media Arts Program

How are Media Arts currently addressed in your district plans? Be specific and/or attach evidence:

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**Check the following statement(s), which describe your school's current involvement in Media Arts.**

- We have tried to introduce a media arts program in our curriculum, but have had little success
- We have had some success in the area of media arts, but would like help in developing a program
- We have an active media arts program and would like to continue to enrich it
- One person, who is on our faculty, teaches all media arts in our school
- Several teachers on the faculty of our school teach media arts
- Several teachers in our school have expressed interest in teaching media arts
- Guest artists or guest teachers teach all media arts in our school
- Media arts is taught as a subject in itself in our curriculum

Additional Comments: \_\_\_\_\_

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### III. School Media Arts Curriculum

Check all of the following statements, which describe your school's current curriculum in media arts.

We offer training in computer/technological skills and artistic training in (check all that apply):

Digital Photography  Digital Video/Cinema  Animation  Other \_\_\_\_\_

We offer interdisciplinary experiences in which media arts are combined with one or more other subject areas

All students in our school participate in media arts learning experiences

Media arts are an elective subject in our school's curriculum

Media arts are offered as a co-curricular activity in our school

We have a long-range plan for expanding our school's media arts program

We do not have a long-range plan for media arts in our school

Media arts learning at our school is assessed as one of the three required arts areas to fulfill requirements of the High School Arts Graduation Requirement

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### IV. Goals for Media Arts (narrative response):

*Please use no more than two additional pages to respond to the following questions. Please include the section number and the full question at the beginning of your response to each question. In Microsoft Word format, you may simply type in the spaces below:*

- A. Briefly describe media arts as it is offered in your school or district. Indicate the grade levels participating, types and frequency of media arts learning experiences, and identify which teachers are involved.
  
  
  
  
  
  
  
  
  
  
- B. What are the goals for media arts education in your school? Explain how it relates to your visual arts program. Explain how it relates to the overall arts program in your school and district.
  
  
  
  
  
  
  
  
  
  
- C. How would participation in ACE~Media Arts assist your school moving toward its goals in media arts education?

## **V. Commitment to Resources and Processes**

The purpose of ACE~Media Arts is to introduce and develop media arts as an integral and important part of every student's education. The grant will provide funds to cover expenses for participating schools during each year of the two-year program:

- Up to 2 workshop days in the summer at the Perpich Center for Arts Education
- Substitute teacher pay for up to 5 days during the school year at the Perpich Center for Arts Education for teacher teams to attend workshops and participate in curriculum and planning days
- Lodging and meals for teacher teams from outside the metropolitan area
- Round-trip mileage for one vehicle for each team outside the metro area for workshops
- Up to 3 school site visits by ACE~Media Arts Instructors
- Continuing Education Units based on individual attendance at workshops
- Stipends for teacher teams for summer involvement

In return, participating school/districts must agree to:

- Provide required equipment and software (as indicated in this application form) and as much of the optional equipment as is feasible
- Commit to "at will" access to equipment and software designated to teacher teams for the entire length of the program (February 2010 through June 2011)
- Allow release time for teacher teams to attend all workshops during the school year
- Allow for common planning time for teacher teams to collaboratively develop curriculum materials (grant may support substitute teacher expenses for curriculum and program planning and /or payment may be used for extended contact hours for teachers in lieu of full day planning meetings with their ACE~Media Arts instructor).
- Prepare and submit budget reports by June 25 of each year of the program
- Offer technical and administrative support to meet the needs of teacher teams
- Support team efforts to implement media arts into the district visual arts curriculum

## VI. Teacher Team

- A. Teams of teachers must include *at least three and no more than four teachers*. We recommend that you include a visual art teacher and a tech support staff member in your team. In three rounds of the ACE~Media Arts program, we have found the most successful teams to be those that have both represented.
- B. List your school's designated team of teachers who will participate in ACE~Media Arts professional development workshops and who will plan and implement media arts curriculum for your school. **Each team member should respond to their own 2 questions about media arts and sign page 16.**

*The Teacher Team is to designate one person on the team who will serve as communications contact person between the Perpich Center for Arts Education and your school. This person will be responsible for being the team "leader," and shall be responsible for submitting interim and final reports, including budget information, in a timely manner during the course of the program.*

List your district's designated team members who will participate in the ACE~Media Arts program. The Team Leader will serve as contact person between the Perpich Center for Arts Education and your school (s).

1. Name of **Team Leader**: \_\_\_\_\_  
School: \_\_\_\_\_ Work phone: (\_\_\_\_\_) \_\_\_\_\_  
Grade(s)/Subject Area: \_\_\_\_\_  
Email: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: (\_\_\_\_\_) \_\_\_\_\_

***Note: Team Leader Orientation Meeting** is tentatively scheduled for March 19, 2010, from 10:00 AM - 2:00 PM at the Perpich Center for Arts Education.*

**How would you rate your knowledge of media arts?** (application of technical skills such as: digital camera and video camcorder operation, use of photographic and video editing software and basic computer operation; application of artistic skills by incorporating the elements of media arts such as: image, motion, sequence, sound, space, and time; understanding of cultural and historical contexts; use of a variety of genres of media arts, etc.)

*Circle your answer and add notes or comments if needed:*

A. Excellent B. Very good C. Good D. Fair E. Poor F. Very poor

**Explain how you think professional development in media arts might enhance your curriculum?**

2. Name: \_\_\_\_\_  
School: \_\_\_\_\_ Work phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Grade(s)/Subject Area: \_\_\_\_\_  
Email: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**How would you rate your knowledge of media arts?** (application of technical skills such as: digital camera and video camcorder operation, use of photographic and video editing software and basic computer operation; application of artistic skills by incorporating the elements of media arts such as: image, motion, sequence, sound, space, and time; understanding of cultural and historical contexts; use of a variety of genres of media arts, etc.)

*Circle your answer and add notes or comments if needed:*

A. Excellent B. Very good C. Good D. Fair E. Poor F. Very poor

**Explain how you think professional development in media arts might enhance your curriculum?**

3. Name: \_\_\_\_\_  
School: \_\_\_\_\_ Work phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Grade(s)/Subject Area: \_\_\_\_\_  
Email: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**How would you rate your knowledge of media arts?** (application of technical skills such as: digital camera and video camcorder operation, use of photographic and video editing software and basic computer operation; application of artistic skills by incorporating the elements of media arts such as: image, motion, sequence, sound, space, and time; understanding of cultural and historical contexts; use of a variety of genres of media arts, etc.)

*Circle your answer and add notes or comments if needed:*

A. Excellent B. Very good C. Good D. Fair E. Poor F. Very poor

**Explain how you think professional development in media arts might enhance your curriculum?**

4. Name: \_\_\_\_\_  
School: \_\_\_\_\_ Work phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Grade(s)/Subject Area: \_\_\_\_\_  
Email: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**How would you rate your knowledge of media arts?** (application of technical skills such as: digital camera and video camcorder operation, use of photographic and video editing software and basic computer operation; application of artistic skills by incorporating the elements of media arts such as: image, motion, sequence, sound, space, and time; understanding of cultural and historical contexts; use of a variety of genres of media arts, etc.)

*Circle your answer and add notes or comments if needed:*

A. Excellent B. Very good C. Good D. Fair E. Poor F. Very poor

**Explain how you think professional development in media arts might enhance your curriculum?**

## VII. Preliminary Signatures of Agreement:

### A. Signatures of All Team Members:

I have read the description of the ACE~Media Arts program. I understand the commitment involved and wish to be a participant.

1. Team Leader: \_\_\_\_\_  
Grade level/Subject Area: \_\_\_\_\_
2. Team Member: \_\_\_\_\_  
Grade level/Subject Area: \_\_\_\_\_
3. Team Member: \_\_\_\_\_  
Grade level/Subject Area: \_\_\_\_\_
4. Team Member: \_\_\_\_\_  
Grade level/Subject Area: \_\_\_\_\_

### B. Signature of School Principal(s):

It is necessary for the school Principal(s) to approve and support the school's participation in the Arts Courses for Educators (ACE)~Media Arts program.

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal's Name (Please print): \_\_\_\_\_ School: \_\_\_\_\_

*If team is district-based, please secure signatures of additional Principals:*

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Principals Name (Please print): \_\_\_\_\_ School: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Principals Name (Please print): \_\_\_\_\_ School: \_\_\_\_\_

### C. Signature of Authorizing Official:

Who is authorized to sign grant applications and contracts for the school/district?

Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name (Please print): \_\_\_\_\_ Title: \_\_\_\_\_

### D. Signature of District Superintendent:

It is necessary for the District Superintendent to approve and support the School's participation in the ACE ~Media Arts program.

Superintendent's Name (please print): \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

## 2010-2011

### Required and Recommended Equipment Package for ACE~Media Arts Program

*Note: Equipment and software is to be provided by the school/district as a part of your commitment to develop a strong media arts program. **Equipment may not be purchased with ACE~Media Arts grant funds.** Each team site is to have the equipment and software as listed. All training at the PCAE will be on this equipment and software, which are in use in the PCAE Media Lab at the time of this application release. **In the event that you are unable to purchase equipment or software as indicated, contact the ACE~MA Coordinator to advise.***

**Prices are estimates only and may reflect educational discounts.**

### Elementary School - Basic System

**MINIMUM COMPUTER HARDWARE REQUIREMENT** (schools may be able to suffice with this previous system from a few years ago):

- Apple iMac with a DVD burner, 1 GB SDRAM, 250GB storage  
*Includes: speakers, iSight camera, remote, fire wire ports, video editing software (iMovie), iChat software and OS X Tiger (or newer) operating system. **\*Please note that you MUST possess an appropriate iSight webcam and iChat software for programmatic level videoconferencing.***

#### **RECOMMENDED:**

- Apple iMac Dual Processor 3.06 Ghz Core 2 Duo (4 GB memory, 500 GB storage, integrated display)  
*Includes: integrated speakers, remote, fire wire ports, basic video editing software (iMovie and iLife suite), OS X Snow Leopard operating system, and integrated iSight webcam and iChat software for programmatic level video conferencing and remote support)* \$ 1,149.00

#### **REQUIRED Hardware and Software:**

- Apple Final Cut Express 4 or Apple Final Cut Studio video editing software (this software is beyond the age level needs of elementary students, but teachers will be using it in creating their own work in the ACE~Media Arts program) \$ 179.00 - \$ 899.00
- Adobe Photoshop Elements or Adobe Photoshop (recommended over Elements) \$ 90.00 - \$ 299.00
- iStopMotion animation software (version 2 is acceptable for most age levels at \$49, additional features are found on the express version for \$99, and full features are on the professional version at \$460) \$ 49.00 – \$460.00
- Portable Hard Drive (**MUST** be FireWire capable and recommended 500GB or larger storage capacity) \$ 130.00 - \$300.00
- Color Printer with USB cable \$ 99.00 - \$ 300.00
- Mini-DV Camera w/mic input (**MUST** be FireWire capable) \$ 300.00 - \$ 600.00
- Digital Still Camera (at least 5 megapixel) \$ 150.00 - \$ 350.00
- 2 sets rechargeable camera batteries (NiMH) w/charger \$ 50.00
- Scanner \$ 100.00 - \$ 500.00
- Microphone (1 tie clip/1 hand held and cable) \$ 200.00
- Misc supplies (extra batteries, cases, tripod, light for video) \$ 200.00
- Sub-total: \$ 2,990.00 – \$ 5,098.00**

#### **Optional:**

- Three-year AppleCare Protection Plan \$ 119.00
- Macintosh Setup Installation \$ 150.00 - \$ 200.00
- Card Reader \$ 25.00
- Total: \$ 3,284.00 – \$ 5,398.00**

## Middle School / High School – Basic System

**MINIMUM COMPUTER HARDWARE REQUIREMENT** (schools may be able to suffice with this previous system from a few years ago):

- Apple iMac with a DVD burner, 1 GB SDRAM, 250GB storage  
*Includes: speakers, iSight camera, remote, fire wire ports, video editing software (iMovie), iChat software and OS X Tiger (or newer) operating system. \*Please note that you MUST possess an appropriate iSight webcam and iChat software for programmatic level videoconferencing.*

### RECOMMENDED:

- Apple iMac Dual Processor 3.06 Ghz Core 2 Duo (4 GB memory, 500 GB storage, integrated display)  
*Includes: integrated speakers, remote, fire wire ports, basic video editing software (iMovie and iLife suite), OS X Snow Leopard operating system, and integrated iSight webcam and iChat software for programmatic level video conferencing and remote support)* \$ 1,149.00

### REQUIRED Hardware and Software:

- Apple Final Cut Express 4 or Apple Final Cut Studio video editing software \$ 179.00 - \$ 899.00
- Adobe Photoshop Elements or Adobe Photoshop (recommended over Elements) \$ 90.00 - \$ 299.00
- iStopMotion animation software (version 2 is acceptable for most age levels at \$49, additional features are found on the express version which is particularly useful for middle school and high school aged students for \$99, and full features are on the professional version at \$460) \$ 49.00 – \$460.00
- Portable Hard Drive (**MUST** be FireWire capable and recommended 500GB or larger storage capacity) \$ 130.00 - \$300.00
- Color Printer with USB cable \$ 99.00 - \$ 300.00
- Canon Mini-DV Camera (**MUST** be FireWire capable) \$ 200.00 - \$550.00
- Digital Still Camera (at least 5 mega-pixel with USB cable) \$ 150.00 - \$ 300.00
- 2 sets rechargeable camera batteries (NiMH) w/ charger \$ 50.00
- Microphone (1 tie clip/1 hand held with cable) \$ 200.00
- Scanner \$ 150.00 - \$ 500.00
- Misc supplies (extra batteries, cases, tripod, stand mounted light kit for photo/video) \$ 200.00
- Sub-total: \$ 2,646.00 – \$5,207.00**

### Optional:

- Three-year Applecare Protection \$ 199.00
- Macintosh Setup Installation \$150.00 -\$ 200.00
- Card Reader \$25.00 - \$ 125.00
- Analog to Digital Converter \$ 80.00 - \$ 450.00
- Adobe Creative Suite 4 Design Premium (in addition to Adobe Photoshop, software included in this suite: InDesign CS4, Illustrator CS4, Flash CS4 Professional, Dreamweaver CS4, Fireworks CS4, and Acrobat 9 Professional) \$ 449.00

**Total: \$3,549.00 - \$6,630.00**

## High School Advanced System:

### RECOMMENDED:

- Apple Mac Pro (One 2.66GHz Quad-Core Intel Xeon "Nehalem" processor, 3GB (three 1GB) memory, 640GB hard drive)  
*Includes: integrated speakers, remote, fire wire ports, basic video editing software (iMovie and iLife suite), and OS X Snow Leopard operating system* \$2,299.00
- Separate NEC 17" flat panel display or Apple 24" Flat Panel LED Cinema Display  
*(note: if an NEC is used you need to purchase a separately supported webcam for programmatic level video conferencing and remote support. It is also recommended that additional speakers be purchased for best sound editing)* \$200.00 - \$800.00

**REQUIRED Hardware and Software:**

• Apple Final Cut Express 4 or Apple Final Cut Studio video editing software	\$ 179.00 - \$ 899.00
• Adobe Photoshop Elements or Adobe Photoshop (recommended over Elements)	\$ 90.00 - \$ 299.00
• iStopMotion animation software (version 2 is acceptable for most age levels at \$49, additional features are found on the express version which is particularly useful for middle school and high school aged students for \$99, and full features are on the professional version at \$460)	\$ 49.00 – \$460.00
• Portable Hard Drive ( <b>MUST</b> be FireWire capable and recommended 500GB or larger storage capacity)	\$ 130.00 - \$300.00
• Color Printer with USB cable	\$ 99.00 - \$ 300.00
• Canon Mini-DV Camera ( <b>MUST</b> be FireWire capable)	\$ 200.00 - \$550.00
• Digital Still Camera (at least 5 megapixel with USB cable)	\$ 150.00 - \$ 300.00
• 2 sets rechargeable camera batteries (NiMH) w/ charger	\$ 50.00
• Microphone (1 tie clip/1 hand held with cable)	\$ 200.00
• Scanner	\$ 150.00 - \$ 500.00
• Misc supplies (extra batteries, cases, tripod, stand mounted light kit for photo/video)	\$ 200.00
<b>Sub-total:</b>	<b>\$ 3,996.00 – \$7,157.00</b>

**Optional:**

• Three-year Applecare Protection	\$ 199.00
• Macintosh Setup Installation	\$ 150.00 - \$ 200.00
• Card Reader	\$ 25.00 - \$ 125.00
• Analog to Digital Converter	\$ 80.00 - \$ 450.00
• Adobe Creative Suite 4 Design Premium (in addition to Adobe Photoshop, software included in this suite: InDesign CS4, Illustrator CS4, Flash CS4 Professional, Dreamweaver CS4, Fireworks CS4, and Acrobat 9 Professional)	\$ 449.00
• A high quality digital SLR camera (with interchangeable lenses and 8+ megapixels with USB cable) is recommended for this advanced system instead of the required 5 megapixel camera listed above	\$ 600.00
<b>Total:</b>	<b>\$ 5,499.00 - \$ 9,180.00</b>

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*Applications must be postmarked by January 15th, 2010. Hand-delivered applications will be accepted until 2:00 PM on January 15, 2010. No faxed or emailed applications will be accepted.*

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**No faxed or emailed copies of the application will be accepted**

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Sites selected to participate in 2010-2011 will be notified following PCAE Board approval in February. Grants will be issued after March 1, 2010

Return completed application to:

Suzanne Bursh  
Professional Development & Research Administrative Assistant  
6125 Olson Memorial Highway  
Golden Valley, MN 55422  
(763) 591-4776  
(800) 657-3515  
(763)591-4770 (TDD)

All questions regarding ACE~Media Arts programming or grant application should be directed to:

Jeremy Holien  
Visual and Media Arts Education Coordinator  
Professional Development & Research Group  
Perpich Center for Arts Education  
6125 Olson Memorial Highway  
Golden Valley, MN 55422  
Phone: 763.591.4776 or 1.800.657.3515  
Email: [jeremy.holien@pcae.k12.mn.us](mailto:jeremy.holien@pcae.k12.mn.us)