

# UNITED ARTS

## CENTRAL FLORIDA

### '25-'26 OCPS Arts In Education Fund – Program Proposal Guidelines

**Description:** Orange County Public Schools receives an annual pool of funding from the County with which to allocate to local partner programs in order to provide arts enrichment programming to the K-12 students across the district. United Arts has contracted with OCPS for over two decades to help manage this funding stream. Partner programs that wish to be considered for an allocation decision by OCPS will need to submit a new proposal annually along with all of the necessary supporting information and documentation.

This program is not a grant initiative but rather a contract for services. Allocation decisions are not guaranteed and are solely within the purview of OCPS district leaders. Please note that if you have received funding in the past and do not feel that you can provide programming and fully activate your funding pool for this academic year you may simply forfeit this round of program proposals thereby freeing up additional funding for other programs to utilize.

**Deadline:** The program proposal application process will open on March 3, 2025, and close on May 31, 2025. This will allow for OCPS district leaders to review the submitted proposals and make allocation decisions in time for chosen partner programs to begin the booking process and ensure the possibility of program delivery for the start of the academic year in August of 2025.

### **Eligibility:**

#### Organizations

- Nonprofit 501(c)3 in good standing with the Florida Division of Corporations and the IRS
- In good standing with any United Arts grant reporting
- Primary mission aligns with arts, science or history
- Program(s) catered to K-12 students
- Completed one or more years of operation
- Eligible to work with students (\*cleared through the Lunsford Form and if delivering programming in schools will need to hold an OCPS Vendor Badge as well)

#### Individual teaching artists

- Employed through an artistic based organization
- Bachelor's degree in the discipline being taught
- Proven track record of artistic practice (i.e. an artist portfolio, website, testimonials, referrals)
- Program(s) catered to K-12 students

- Eligible to work with students (\*cleared through the Lunsford Form and if delivering programming in schools will need to hold an OCPS Vendor Badge as well)

**\*This is a non-negotiable requirement in order to deliver programming on any OCPS campus**

**Compliance:**

Allocated partner programs will be required to

- Execute an agreement through the UA Grant Portal - [Portal Login](#)
- Mirror their approved programming on the UA Arts Education Page - [Arts Enrichment Profile Login](#)
- Provide Educator participants with the Program Evaluation Link and track the receipt of responses and compare it to the information submitted on the monthly invoice - ['25-'26 Program Evaluation](#)
- Include a detailed breakdown of how their program supports CPALMS Standards - [CPALMS](#)
- Provide photos, anecdotal stories from participants and program narratives throughout the academic year and can do so as part of the monthly invoice process
- Communicate site visit opportunities so that UA Staff can observe current programming live in the field
- Allocated partner programs that deliver on OCPS campuses will be required to include the information for each Teaching Artist on the Lunsford Form within the Program Proposal and all Teaching Artists will need to be cleared initially here - [FDLE Database for Offenders and Predators](#)
- Additionally, allocated partner programs that deliver on OCPS campuses will be required to hold a current OCPS Vendor Badge - [Vendor Badge Instructions](#)

**Payment Schedule:**

- Invoices are due by the 15th of every month
- Invoices must include only approved schools
- Invoices must include only approved programs
- For invoices to be processed, 75% of program evaluation forms must be submitted by participating Educators
- Invoice must include correct approved pricing that is reflected on each funding approval notice
- Partner programs are responsible for monitoring the allocation balance and ensuring that all funding is appropriately activated and that there are no overages billed
- Please note that any program delivery that occurs beyond the approved allocation amount (overage) will not be able to be paid through this fund and will have to be covered by the partner program

**If at any time you have technical support needs, questions or concerns please contact Jennifer Rae Paxton, Outreach Program Officer at [jen@unitedartsfcl.org](mailto:jen@unitedartsfcl.org) or by phone at (407) 636-5117**