

# Arts Every Day Arts and Cultural Partners Info Sessions

July 2024



# Agenda

- Introductions
- Overview
- Revised Schools Program for SY24/25
- Updates to Arts Directory for SY24/25
- Arts and Cultural Partner support for SY24/25
- Questions/Feedback



# Introductions

A guide to AED staff who can support you!



Sam Green

Arts Integration Schools Manager

[sam@artseveryday.org](mailto:sam@artseveryday.org)

**Start here with any questions/concerns!**

Supports with booking with schools and Directory profiles



Betty Gonzales

Director of Operations

[betty@artseveryday.org](mailto:betty@artseveryday.org)

**Primary contact if Sam is out,**  
Directory and website  
troubleshooting



Ollie Ambrose

Junior Accountant

[ollie@artseveryday.org](mailto:ollie@artseveryday.org)

Payment details



# Overview

How does Arts Every Day work with Arts and Cultural Partners?

## Our Mission:

The arts, for every student, in every Baltimore City Public School, every day.

### Arts and Cultural Partners:

Teaching Artists,  
Arts Organizations,  
Museums,  
Institutions

**School-Day Programming** offered through AED's [Arts Directory](#), funded by AED.

**Teacher Professional Development** offered in partnership with AED throughout the school year and during our annual [Summer Arts Integration Conference](#).



# Overview—Arts Directory

## How does Arts Every Day work with Arts and Cultural Partners?

The screenshot shows the 'Arts Every Day School Programs' directory account page. It features a navigation bar with 'HOME', 'ARTS DIRECTORY', 'CONTACT', and 'RESOURCES'. The main content area is divided into sections: 'Arts Every Day School Programs', 'Cultural Organization', 'Events & Programs Offered', and 'AED-Funded Transportation for AED Partner Schools'. The 'Contact Information' section lists the primary contact as Arts Integration Schools Manager, with an email of support@artseveryday.org and a phone number of 4106851172. The 'Events & Programs Offered' section shows 10 entries. The 'AED-Funded Transportation' section provides information about bus services and booking procedures. A test program is listed at the bottom.

Arts Every Day School Programs

Cultural Organization

This account is set up to manage programs offered by AED that are bookable by AED Partner Schools. As of 5/23/24, this programs include: AED-funded transportation and Paid Supported Planning Time. Please email Sam Green, Arts Integration Schools Manager, at sam@artseveryday.org with any questions about these programs.

Contact Information

Primary Contact: Arts Integration Schools Manager  
Website: https://artseveryday.org/schools-program  
Email: support@artseveryday.org  
Phone: 4106851172  
Address: 1505 Eutaw Place, Ste 204 Baltimore, MD 21217

Events & Programs Offered

Show 10 entries

AED-Funded Transportation for AED Partner Schools

Arts Every Day provides funding for transportation to and from arts and cultural institutions listed in the directory to partner schools in the AED Schools Program. To book a bus, first complete the booking request button linked here to let AED know the details of your requested booking. Please copy and paste the provider name and email directly from the directory; this means that the provider for all AED-funded transportation will be Arts Every Day School Programs and the provider email will be support@artseveryday.org after completing the booking request form linked here. Schools should book their own buses by reaching out directly to one of the AED-approved bus companies. (Woodlawn Motor Coach - Citywide - Fleming Transportation Corp. - Durham Bus Services) If booking through Woodlawn Motorcoach, be sure to note that you are an Arts Every Day partner school and that the invoice will be made out to and paid by Arts Every Day. Once you have discussed details and worked out an invoice with an approved bus company, forward the school-approved bus company invoice to sam@artseveryday.org for processing and payment.

Program/Event Format: Field Trip - Cultural Organization/Field Trip - Performance

This is a test program created on 10/18 by Sam

test program  
Program/Event Format: In-School Residency

Showing 1 to 2 of 2 entries

Arts and Cultural Partners list their school-day offerings in their Directory Account.

The screenshot shows the 'Arts Every Day' directory account page for a school. It features a navigation bar with 'HOME', 'ARTS DIRECTORY', 'CONTACT', and 'RESOURCES'. The main content area is divided into sections: 'School Name', 'Funding Information', 'Approved Events and Programs', 'Pending Events and Programs', and 'Past Events and Programs'. The 'School Name' section lists Curtis Bay Elementary School with an 'Edit profile' button. The 'Funding Information' section shows a total of \$3,664.00, with \$3,664.00 approved, \$0.00 pending, and \$0.00 remaining. The 'Approved Events and Programs' section shows a table with one entry: 'Mosaic Mural' on 4/15/2024, provided by 'Art with a Heart', with an estimated cost of \$664. The 'Pending Events and Programs' section shows no data available in table. The 'Past Events and Programs' section shows a table with three entries: 'K-12 Workshops // Parenting: An Art Without A Manual' on 5/22/2019, 'Percussion Garden' on 4/21/2017, and 'AED-Funded Transportation for Arts Every Day Schools' on 4/22/1917.

School Name

Curtis Bay Elementary School  
4301 West Bay Avenue  
Baltimore, MD 21225  
[Edit profile](#)

Funding Information

Total: \$3,664.00  
Funds Approved: \$3,664.00  
Funds Pending: \$0.00  
Remaining: \$0.00

Approved Events and Programs

Show 10 entries

Date	Event/Program Title	Provider	Estimated Cost	
4/15/2024	Mosaic Mural	Art with a Heart	\$664	<a href="#">View Details</a> <a href="#">Cancel</a>

Showing 1 to 1 of 1 entries

Pending Events and Programs

Show 10 entries

Status	Details
No data available in table	

Showing 0 to 0 of 0 entries

Past Events and Programs

Show 10 entries

Date	Event/Program Title	Provider	Status
5/22/2019	K-12 Workshops // Parenting: An Art Without A Manual	American Visionary Art Museum	Invoice
4/21/2017	Percussion Garden	Port Discovery Children	Fully P
4/22/1917	AED-Funded Transportation for Arts Every Day Schools	Arts Every Day	Fully P

Schools track their AED funding through their Directory Account.



# Overview—Arts Directory

How does Arts Every Day work with Arts and Cultural Partners?

1. Arts and Cultural Partners (ACPs) update listings in the Arts Directory to reflect their SY24/25 offerings.
2. Educators receiving AED funding log into their school account, find desired programs, and use the “request to book this program” button to fill out a booking request form.
3. ACPs receive an email notification alerting them a program has been requested. They are prompted to log into their account to view the request details.
4. ACPs follow up with the school’s primary contact listed on the booking request (within 72 hours if possible) to work out logistics and details.
5. After details are agreed upon between ACPs and the school, the ACP uploads an invoice to the pending booking in the Directory.
6. School’s primary contact receives an email notification alerting them that an invoice has been uploaded. They are prompted to log into their account to review and approve the invoice.
7. AED receives an email notification alerting that an invoice has been approved. AED downloads invoice and shares with accountant for processing. Payments are processed weekly on Fridays. Once processed, payment can take between 7-10 business days to arrive.

# Overview—Arts Directory

How does Arts Every Day work with Arts and Cultural Partners?



Booking Received



Invoice Uploaded



School Approved



Invoice Processed  
by AED

AED has received the invoice and will process payment within 10 business days.

# Schools Program SY24/25

Shifts made for SY24/25 based on school data and feedback.

**Baltimore City Schools now have access to 3 different options for financial support for arts programming:**

## Arts Integration School Partnership:

- 10 Baltimore City Public Schools
- enrollment-based funding for experiences booked through Arts Directory
- funding released after completion of documentation (usually early fall, but varies by school)

## Arts Integration Educator Partnership:

- up to 25 Baltimore City Schools educators
- guaranteed \$2,500 for experiences booked through Arts Directory
- applications approved on a rolling basis throughout SY, as early as end of August

## Arts Experience Fund:

- open to all Baltimore City Public Schools
- funding for up to \$2,500 worth of experiences booked through Arts Directory
- two application periods, first opens August 19th
- applications approved on a rolling basis throughout SY, as early as end of August





# Schools Program SY24/25

How will this shifts impact Arts and Cultural Partners?

## Projected Impacts:

- More unique schools accessing funding and booking through the Arts Directory
  - AED is continuing to work on developing effective communications so that even users new to the Directory will know how to navigate and make booking requests
  - Goal to have resource pages on Directory site for both Arts and Cultural Partners and schools/educators
- More schools accessing funding earlier in the school year

## Planned Supports:

- Arts and Cultural Partners Fair during Summer Conference (Thursday, Aug 8 1:30-4:30)
  - **Email Betty if interested in participating!**
- Suggested guidelines for schools “How to have a great experience with your AED-funded arts program”
  - What else do you wish schools knew in advance of programming? What tips do you have for other Arts and Cultural Partners?
- Ongoing Arts Directory updates to make site more accessible and user-friendly

# Arts Directory Updates SY24/25

AED continues to work to improve the accessibility and usability of our Arts Directory.

## Updates underway ahead of SY24/25:

- Faster response time and updated user interface
- Improved search/filter functionality with emphasis on keyword searches
- Streamlined forms and clear communications while using the system
- Mobile responsive design throughout



# Arts and Cultural Partner Support

AED continues to reflect on our evolving role in supporting Arts and Cultural Partners.

## Arts Every Day Summer Arts Integration Conference 2024

Arts Every Day is excited to announce our annual Summer Arts Integration Conference, taking place August 7-8th at Baltimore Design School! The conference provides teachers in all content areas from Baltimore City and surrounding regions with a multitude of opportunities to learn about arts integration and how its positive impact student learning.

Teaching Artists and Baltimore Children and Youth Fund Grantees are eligible for a \$200 stipend for attending both days of the conference. Stipend applications will be shared at the completion of the conference upon confirmation of attendance.

[Show less](#) ^

**Location:** Baltimore Design School, 1500 Barclay St, Baltimore, MD 21202

**Date and time:** Wed, Aug 7, 2024 8:30 AM - Thu, Aug 8, 2024 4:30 PM

**Organizer:** Arts Every Day, sam@artseveryday.org

### TICKETS

#### Independent Teaching Artist

This ticket is for Teaching Artists looking to attend the conference as participants. This ticket includes registration and lunch for both days of the conference.

- 0 +

#### BCYF Grantees

This ticket is for grantees of the Baltimore Children & Youth Fund wishing to attend the conference as participants. This ticket includes registration and lunch for both conference days.

- 0 +



Select something to continue

Partnership with [BCYF](#) to support stipends for independent teaching artists and BCYF grantees to attend [Summer Conference](#) ([registration link for independent TA's and BCYF grantees](#))



# Arts and Cultural Partner Support

AED continues to reflect on our evolving role in supporting Arts and Cultural Partners.

We try to regularly share and promote Arts and Cultural Partners' offerings through blog posts, social media shares, and inclusion in our teacher newsletters.

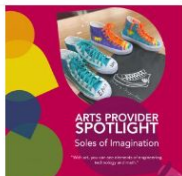
- Tag Arts Every Day in social media posts about events/programs of interest to City Schools educators so that we can reshare
- Fill out our [Partner Spotlight request form](#) to request a [blog feature on our site](#)
- Email Sam events/programs to share in our teacher newsletter



Bmore Youth Arts Advocacy Council Visits Annapolis!

On February 22, the Baltimore Youth Arts Advocacy Council joined Maryland Citizens for the Arts in Annapolis to experience the ...

[Read More](#)



Arts Provider Spotlight: Soles of Imagination!

This week we are thrilled to be highlighting a provider new to our directory, Soles of Imagination! Through workshops featuring ...

[Read More](#)



BYAAC P.S.A.A: Kourtney McCleary Introduction!

Welcome back to our B'more Youth Arts Advocacy Council P.S.A.A! Today we will be introducing you another one of our ...

[Read More](#)



Arts Provider Spotlight: Creative Nomads

This week we are pleased to highlight another longstanding Arts Every Day provider-Creative Nomads! Creative Nomads offers a variety of ...

[Read More](#)



BYAAC P.S.A.A: Troy Stull Introduction!

Welcome back to our B'more Youth Arts Advocacy Council P.S.A.A! Today we will be introducing you another one of our ...

[Read More](#)



Arts Provider Spotlight: Arts For Learning!

We're excited to share another provider spotlight highlighting a special event from one of our long standing partners, Arts for ...

[Read More](#)



# Arts and Cultural Partner Support

AED continues to reflect on our evolving role in supporting Arts and Cultural Partners.

- Creation and sharing of [Arts and Cultural Partners Landscape Survey](#) to determine:
  - What programs are being offered to Baltimore City Public Schools
  - What programs are being accessed by Baltimore City Public Schools
  - How the Arts and Cultural Community can support more equitable access to the arts for students across Baltimore City
- Fall and Spring Arts and Cultural Partners Convenings to share and discuss survey data and more broadly connect and collaborate.



# Questions/Feedback

Let us know how we can better support you.

- [Optional Arts and Cultural Partners Feedback Survey](#)
- Reach out if we can help:
  - Email Sam: [sam@artseveryday.org](mailto:sam@artseveryday.org)
  - [Schedule a meeting with Sam](#)

