



administered by the

Alaska State Council on the Arts

## ACCESS GRANT GUIDELINES & INSTRUCTIONS

### Overview

- Grants are for in-school arts and cultural activities of one week or less.
- Maximum award is \$1,000; grants do not require a match
- Applicant must be a public or private school in Alaska
- Funds may be used for direct costs of the proposed project including artist fees, supplies, rehearsal space, facility rent, etc.
- Funds may not be used to supplant resources in existing programs, for instructor salaries, re-granting, scholarships or tuition assistance, prizes or awards or for fundraising or benefit activities.

### Selection Criteria

- Artistic quality and/or cultural value of the proposed project
- Level of involvement of all partners in planning the proposed project
- Number of students served
- Degree to which the project enhances the district's written arts curriculum

### Other Requirements

- Schools are limited to one Access or Project Grant and one Excursion grant per state fiscal year (July 1-June 30)
- Grant recipients must submit a final report that includes a description of what students saw/and experienced, how many students participated, the students reactions and perceived outcomes and how the money was spent.
- Grant payment will be made after a signed grant award letter has been received by the Alaska State Council on the Arts.

### Application Deadlines:

Thirty (30) days prior to the activity.

Emailed applications with an electronic signature are accepted. Faxed applications are not acceptable. For information, questions or technical assistance email [laura.forbes@alaska.gov](mailto:laura.forbes@alaska.gov), or call (907) 269-6682

Notification will be given within two weeks of application receipt.

## How to Apply

Submit the following required documents by mail or in person to:

AIE Program, Project Grants  
Alaska State Council on the Arts  
161 Klevin St., Suite 102  
Anchorage, AK 99508

Or email [laura.forbes@alaska.gov](mailto:laura.forbes@alaska.gov)

### Application Cover, Narrative Attachments & Budget

The application cover and budget forms are attached.

**Project Narrative** *On two pages or less address the following. Use 10 point type and margins of at least 1 inch.*

1. Briefly describe your school and the students to be served. Summarize arts activities your school has participated in during the past two years (artist residencies, workshops, etc.)
2. Summarize the planned project including a brief description of the activity, artist(s) or arts organization involved, how and why they were selected, number of students participating, etc. Include a project schedule.
3. How does this activity relate to your district's written arts curriculum?
4. Describe what you hope students will learn and experience by participating in the program? Provide a summary of anticipated outcomes including pre/post activity discussions, lessons, study guides, etc.
5. Describe how the activity has been planned. How has the artist(s) or organization been involved, how will the school be prepared and who will the project be implemented?

### Attachments

1. Resume or bio of artist(s), educators and other key players in the project
2. IRS tax-exempt determination letter if you have not applied in the past & DUNS # (federal grant number)



**Access Grant Application Cover**

School/Organization \_\_\_\_\_

School District \_\_\_\_\_

Tax ID# \_\_\_\_\_ DUNs # \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

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

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Project Title \_\_\_\_\_

Request Amount \$ \_\_\_\_\_ Project dates — From: \_\_\_\_\_ To: \_\_\_\_\_

**A complete application includes the following:**

- Application cover (this form)
- Project Narrative
- Project Budget
- Resumes/bios or Artist/arts organization support materials
- IRS tax-exempt # and federal grant DUNs #

I certify that the information contained in this application, including attachments and support materials, is true and correct to the best of my knowledge. I am authorized to legally obligate the grant applicant.

Signature of Authorizing Official \_\_\_\_\_

Typed Name \_\_\_\_\_

Title \_\_\_\_\_

Contact phone \_\_\_\_\_ e-mail \_\_\_\_\_

Date \_\_\_\_\_

