



administered by the

Alaska State Council on the Arts

Project Grant Application Guidelines & Forms

Overview

- Matching grants of up to \$6,000 that support high-quality arts/cultural experiences where children/youth are actively involved in skill acquisition or direct participation. Match may be cash and/or in-kind.
- Any 501(c)(3) youth serving organizations, schools, tribal organizations, libraries and other arts/cultural organizations are eligible
- Projects may request multi-year funding but must submit a new grant application annually showing decreasing amounts of requested funds
- Eligible programs provide regularly scheduled sessions over an extended period of time outside the regular school day or year.
- 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
- Quality of the arts learning experience for the students involved
- Degree to which students are directly involved in the making of art
- Artists, educators and/or other qualified people are involved in the design and implementation of the 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
- Plan in place for continuing programs/projects if applicable.

Other Requirements

- School are limited to one Cultural Collaboration grant (Access, Project or 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

June 1 December 1

Notification will be within 30 days of application deadline

How to Apply Project Grants

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

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

Faxed applications will not be accepted. For information, questions or technical assistance email laura.forbes@alaska.gov, or call (907) 269-6682

Application Cover, Narrative, Attachments & Budget

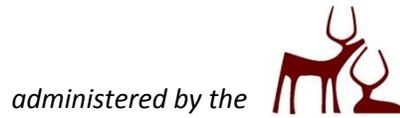
The application cover, the income and expense budget forms are attached.

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 organization. What do you do and who do you serve? List programs you offer that serve youth including any arts related activities.
2. What is the planned activity? Who are the artist(s) or organization(s) involved, what will they do and why were they selected? Where and when will the activity happen?
3. How was the program conceived and planned? How has your organization collaborated with artist(s) and/or arts organizations in the planning process? How will this program complement and/or expand your current programming?
4. List the number and ages of youth to be served. How will youth be invited to participate and how will they be selected?
5. Describe what you hope youth will learn and experience by participating in the program? Provide a summary of anticipated outcomes.
6. What are the organization's plans for continuing the program into the future including future funding?
7. If this is an expansion of a current program, describe how grant funds will be used in the expansion.

Attachments

1. Resume or bio of artist(s), educators and other key players in the project
2. Supporting materials that communicate the qualifications of the artist(s) or arts organization (work samples-slides, CDs, etc.; letters of recommendation, etc.)
3. IRS tax-exempt determination letter and State Certificate of Incorporation if you have never applied to the Arts Council. (this attachment is unnecessary if the applicant is an Alaska public school or district)
4. Please use the attached budget pages but you may also attach a more detailed budget if you wish.



Alaska State Council on the Arts

Project Grant Application Cover

Organization / School _____

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
- • Project Narrative
- • Project Budget
- • Resumes/bios or Artist/arts organization support materials
- • IRS tax-exempt determination letter (not required for public schools)
- • 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 _____

Project Grant Budget

Organization Name: _____

Income

List funding anticipated for this project both earned and contributed. Identify the sources and amount, and place an asterisk (*) by funding already secured. List separate cash (individual and business contributions, earned income and grants) and in-kind sources (donated services, goods and materials needed for the project for which you would otherwise pay) If your organization is paying for the services this is not in-kind but Applicant reserves.

INCOME	CASH	INKIND
Applicant cash reserves _____		
Other Earned (please list: ticket sales, bake sales, etc.)		

Contributed Income		
Individual _____		
Business _____		
Foundation _____		
Grants		
Local/Tribal _____		
State _____		
National _____		
Subtotals _____		
Grant request amount _____		
Total project income _____		

Total income must match total expenses

Project Grant Budget

Organization Name: _____

Expenses

List all expenses related to this project by category (artist fees, production expenses, supplies, etc). Include in-kind expenses (matching that listed on the income page), such as donated lodging, supplies, services, administration, etc.

EXPENSES	CASH	INKIND
Artist Fees _____		
Artist Supplies _____		
Artist Transportation _____		
Artist per diem _____		
Other Supplies _____		
Printing _____		
Marketing/publicity _____		
Documentation _____		
Facility rent _____		
Phone/Postage _____		
Administrative fees (staff salaries/wages) (not to exceed 15% of total cash expenses) _____		
Other contract fees _____		
Other (please list) _____		

Subtotals _____		
Total project expense _____		

Total expenses must match total income