

Art Education Program Application

Administered by the Arts Council for Wyoming County

Funded by the New York State Council on the Arts Decentralization program

Application

Eligible applicants are limited to non-profit cultural organizations in Wyoming County, and individual artists from Wyoming County For further information, contact us at 585-237-3517 or e-mail: hollinger@artswyco.org

Deadline: Thursday, October 19, 2017. Application must be received at the ACWC office by 5 pm.

Project Title: _____

Artist or Arts organization: _____

School _____ grade(s) _____

Address _____

City: _____ State: _____ Zip: _____

Dates and times project will take place: _____

How many contact days? _____ Number of students served _____

Artist Legal Mailing Address: _____

City, State Zip _____ Teacher Partner _____

Phone: _____ Phone _____

E-Mail: _____ E-Mail: _____

NYS Assembly District #: 147 NYS Senate District #: 59 US Congressional District #: 26

Organization Fiscal Year Runs: ____/____ to ____/____

Year Organization formed/incorporated: _____

Proof of Not-For-Profit status: Please check one that applies and submit a copy of the document with this application.

____ U.S. Internal Revenue Service 501(c)(3)
____ NYS Charities Registration (Article 7A)
____ Unit of local government

____ NYS Not-For-Profit Corporation (Charter from Board of Regents S.216
____ Certificate of incorporation under S.402 of the NYS Not-For-Profit Law

Total estimated expenses*: _____ Amount being requested*: _____

*The total expenses and amount being requested are the same figures you have calculated on the budget sheet.

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Project Plan

ON SEPARATE PAPER, Please answer the following questions, in the order presented. Please number your responses. Please label the top of paper with the project title. On no more than two single sides of 8 ½ x 11” paper, indicate:

1. Give a description of the project for which funds are being requested.
2. How many people will be directly and actively involved in carrying out the project or event? What are their roles?
3. Create a work plan for the project showing the work of teacher(s), students and teaching artist , the goal of the activity and how success will be evaluated.
4. **REPEAT PROJECTS ONLY:** Describe any changes you will make in your project this year, and the ways these changes will improve the project.

Your proposal will be evaluated on the basis of your narrative, be clear. **Refer to Guidelines when composing your work plan.**

Project Budget

<i>EXPENSE</i>	<i>FUNDING SOURCE + AMOUNT</i>	<i>GRANT REQUEST +AMOUNT</i>	<i>TOTAL</i>
<i>ARTIST/ORGANIZATIONAL FEE</i>			
<i>EQUIPMENT</i>			
<i>MATERIALS</i>			
<i>TRANSPORTATION</i>			
<i>TEACHER PLANNING TIME</i>			
<i>ADMINISTRATIVE TIME</i>			
<i>EVALUATION EXPENSE</i>			
<i>TOTAL EXPENSES</i>	<i>X</i>	<i>X</i>	

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Checklist & Certification

Checklist

Please include ALL of the following with your application packet.

All applicants must include:

_____ Original, plus 3 copies of pages 1-4 of the completed Application, Project Narrative and Budget Notes Pages

_____ Resume(s) of artistic personnel and sample(s) of work. (5-10 images [photos or images on CD or DVD, labeled, with separate title sheet]; 7-10 pages of manuscripts; 5-10 examples or pages of poems; OR 3-5 minute presentations on audio or video cassette, CD or DVD)

_____ Letter of Commitment from school principal on letterhead

From an applicant organization (if required)

_____ financial statement of the last completed fiscal year

_____ A list of board members' names and addresses

_____ Organization's proof of not-for-profit status.

Certification and Release – *must be signed by applicant artist or person legally eligible to obligate the non-profit organization*

The undersigned artist certifies that he or she:

1. Has knowledge of the information presented herein;
2. Has read the guidelines of the ACWC Arts Education Grants Program, attached, and certifies that this application complies with and is made subject to said guidelines
3. Releases the Arts Council for Wyoming County and their agents with respect to damages to property or material submitted in connection herewith.

Signature: _____

Printed Name: _____ Date: _____