

ARTS INSTITUTE FUND



Assisting Arts Education of K-12 Students in Vanderburgh County

Creative Collaborations Grant Application 2011-12 Deadline March 15*, 2012

Fundable Arts Categories:

Visual Arts and Crafts; Performing Arts; Media Arts; Literary Arts; Art Appreciation; Applied Arts and Design.

Creative Collaboration Grant Guidelines:

Creative Collaboration Grants are project grants intended to support initiatives that strengthen arts education for K12 students in Vanderburgh County resulting from collaborations that occur among organizations committed to Vanderburgh County youth. Organizations may include not-for-profit agencies, government, and schools.

- At least two such organizations must be involved in each proposed project; those with more than two will be preferred.
- At least one collaborating organization must be from Vanderburgh County.
- Only an agency incorporated in Vanderburgh County can be the fiscal agent for the grant.
- Schools may be public, private, charter, or parochial in Vanderburgh County. While home-schooled children may be part of the audience targeted for project activities, applications cannot be made by individuals.
- Awards will generally not be intended to cover the full cost of an activity.
- Support from the Creative Collaboration Grants program can be provided for no more than two years. After that time more permanent underwriting must be found.
- Religious organizations (including schools) may not apply for grants if the project for which they are applying is intended to promote the beliefs of a specific religion.
- The same is true for any particular interest group. Activities that improve diversity of outlook will be favored in decision-making.
- Projects may include students from outside Vanderburgh County but a majority must come from within Vanderburgh County and their participation and use of resources accounted for separately.
- Generally grant funds may not be used to cover transportation costs.
- All projects will require a specific, detailed means of assessment, and a final report will be required upon the project's completion. Interim reports may be required at the Art Council's discretion.
- Applications will be evaluated on the following criteria: strength of organizations and their ability to do the work described; strength of proposal; impact and sustainability of the project; and quality of collaboration.
- Applications must be sent in the form of an email attachment as a MS Word file or .pdf document to tom.wilhelmus@artswin.org.

*** New Date**

Project Name: _____

Please complete the following information for each collaborating organization (duplicate this page as necessary).

Name of Organization	
Address	
Contact Person and Position	
Telephone & Email	
Tax ID Number	
Website address	
Will this organization be the project's fiscal agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please supply the name and contact information for the person who will be overseeing accounts for your project:
What is the organization's primary or overall mission? Describe the types of activities the organization engages in.	

Please state the types of activities the project includes (e.g. performance, workshop, instruction, museum experience, etc.):

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Amount Requested: _____

(Items A-G: Please use only the space provided.)

- A. Describe the specific project you intend to engage in which will be supported by this grant. Indicate the role played by each collaborating organization. List the names of key personnel, their credentials, and the roles they will play in the project. Include a timeline that indicates the duration of the project.**

- B. Describe in detail the educational goals your project will address and how you will determine its success. Include a detailed description of the tools you will use to assess your project and the type of information (statistical, demographic, etc.) you will gather.**

- C. Indicate where activities will take place:**

- In an existing school building (please say where: _____)
- In another location (please say where: _____)

- D. Indicate when activities will take place:**

- Before School
- After School

H. Creative Collaboration Grant Estimated Project Budget

ESTIMATED INCOME	CASH	IN-KIND*
1. Admissions/Tuition		
2. Corporate Support		
3. Foundation Support		
4. Other Private Support		
5. Government Support-Federal & State		
6. Government Support-Local		
7. Applicant Cash		
8. Other Financial Support (please specify)		
9. Creative Collaboration Grant Request*		
10. Total Income (add lines 1 through 9)		

ESTIMATED EXPENSES (Please indicate which expenses the grant is meant to cover.)		
11. Outside Artistic Fees and Services		
12. Outside Other Fees and Services		
13.		
14. Admission to Exhibits, Workshops, Etc.		
15. Travel/Transportation*		
16. Capital Expenditures-Acquisitions		
17. Capital Expenditures-Other		
18. Supplies		
19. TOTAL Expenses (add lines 11 through 17)		

IS THE BUDGET BALANCED?	
20. Insert figure from line 10	
21. Insert figure from line 19	
22. Subtract line 21 from line 20	

*Creative Collaboration Grants typically do not fund transportation costs and are primarily meant to support other project expenses. Recording travel expenses on this form, however, may create a better picture of the project's overall needs. Funds from the grant must also be matched 1:1 with cash income (not in-kind) from other sources. In-kind income is recorded only to provide the Arts Council with information about the estimated value of time donated by unpaid teachers, students, or volunteers or expenses for the materials used if any are donated.

If any budgetary items require fuller explanation, provide it here:

I. The Creative Collaboration Grant application also requires the following documentation:

1. A copy of each organization's IRS tax exemption letter.
2. A list of each organization's Board of Directors with contact information.
3. A list of each organization's staff involved in your project, their titles, and contact information.
4. A letter of support from each agency engaged in the project.
5. Other supplementary materials that describe each organization and its purpose and goals (not required).

Please "save as" the completed form with a title that indicates the applicants' names and email it with the correct attachments to tom.wilhelmus@artswin.org. Be sure to make a copy for your organization's records.

The Arts Council of Southwestern Indiana will require reports on your project's activities be submitted by May 1 of its concluding year. Interim reports may also be required. Please email reports to the same address.

The ACSWI name and logo should be included as a supporter on all your organization's printed materials. Contact the Arts Council by phone or email for a digital copy of the logo.

For Arts Council of Southwestern use only:

Date Received: _____

AIF GRANTS MANAGER: _____ Date: _____