

Cultural Collaborations Project Grant

A program of the Alaska State Council on the Arts | Guidelines and Application

Grant Guidelines Overview

- Cultural Collaborations Project Grants are a program of the Alaska State Council on the Arts, with funding support from Rasmuson Foundation.
- Project grants are 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.

Grant Selection Criteria

- Artistic quality and/or cultural value of the proposed project
- Quality of the arts learning experience for the students involved, including the degree to which the experience supports the Alaska Arts Standards (standards are available online at https://education.alaska.gov/akstandards/Arts_Poster.pdf)
- Degree to which students are directly involved in the making of art, and the number of students served
- Artists, educators and/or other qualified people are involved in the design and implementation of the project; the level of involvement of all partners in planning the proposed project
- Plan in place for continuing programs/projects, if applicable.

Other Requirements

- Cultural Collaboration Project Grants are not exclusive of applications for funding through the other Cultural Collaborations grant programs (Access, Excursion), nor of any other arts education grant program operated by the Alaska State Council on the Arts. There may be conditions on application to multiple grant programs; contact the Alaska State Council on the Arts for guidance if you plan to apply in multiple grant categories.
- 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 grant funds are spent.
- Grant payments will be made after a signed grant award agreement has been returned by the award recipient, to the Alaska State Council on the Arts.

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Grant Deadlines

Cultural Collaborations Project Grant applications must be submitted to the Alaska State Council on the Arts on June 1 or December 1, for projects within a given fiscal year. The Alaska State Council on the Arts' fiscal year is July 1 – June 30, which may not align with your organization's fiscal year. If you have questions about when you should apply for a particular project, please contact the program administrator.

How to Apply

A completed application consists of the Application Cover with Certification, a Project Narrative, the Project Budget Form, and attachments. Submit a completed application by the appropriate deadline by mail, in person, or via email to:

Alaska State Council on the Arts
Attn: AIE Program, Excursion Grant
161 Klevin Street, Suite 102
Anchorage, AK 99508

-or-

Via email to laura.forbes@alaska.gov.

We are unable to accept faxed applications. If you are sending your application via email, please include "Project Grant Application" and the name of your organization in the email subject line. Applications may be either typed or hand-filled; please be sure the application text and any digital file of the application (scanned pdf materials are preferred) are legible, and compatible with a Windows-based PC. If sending a digital file, it is best to attach a single file to an email, but multiple attachments will be accepted. If sending multiple email attachments, please label them in such a way that the total number of attachments is apparent. For example: "Project Grant Application for XXXX: Attachment 1 of 4"

Email laura.forbes@alaska.gov or call (907) 269-6682, with questions, concerns or for technical assistance; in particular, please contact us right away if the application materials and requested submission process present a barrier to access for an eligible applicant.

The Application Cover, Project Narrative, List of Attachments, Project Budget Form and Applicant Certification are included in this document, on following pages.

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Organizational Information

Organization/School:		
School District in which your Project will take place?:		
Project Title:		
EIN/Tax ID Number:		DUNS Number:
Mailing Address:		
City:	State:	Zip Code:
Contact Person and Title:		
Contact Email:		Organizational Website:
Contact Phone:		Organizational Phone:
Project Dates (start-end):		TOTAL GRANT REQUEST AMOUNT: \$

Project Narrative

On no more than three attached pages, address the following narrative questions. It is helpful to align your responses with the narrative question numbering.

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 community partners in the planning process? List the number and ages of youth to be served.
4. 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, if appropriate?
7. If this is an expansion of a current program, describe how grant funds will be used in the expansion.

Attachments

1. Resume or biographies of artists, educators and other key personnel involved in the project
2. Supporting materials that communicate the qualifications of the artist(s) or arts organization (work samples-web links, CDs, etc.; letters of recommendation, etc.)
3. IRS tax-exempt determination letter and State Certificate of Incorporation if you have never applied for funding to the Alaska State Council on the Arts. (this attachment is not required if the applicant is an Alaska public school or district)
4. Please use the attached budget pages to describe your project budget, but you may also attach a more detailed budget document, if you wish.

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Project 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 Cash.

Category	Cash Amount \$	In-kind Amount \$*
Applicant Cash		
Other Earned (please list: ticket sales, service fees, etc.)		
Contributed Income (please list: individual, business, etc.)		
Grants (please list: local/tribal, state, national etc.)		
Other (please list)		
Subtotal		
Cultural Collaborations Project Grant Request		
Total Project Income		

Project Expense

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.

Category	Cash Amount \$	In-kind Amount \$*
Artist Fee		
Supplies		
Transportation		
Per diem/Accommodations		
Printing		
Marketing Publicity		
Documentation		
Facility Rent		
Administrative Cost (staff salaries/wages, phone postage, other administrative costs—not to exceed 15% of total cash expenses)		
Other (please list)		
Total Project Expense		

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Certification

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

Certification
Applicant Organization:
Signature of Authorizing Official:
Date of Signature:
Printed Name and Title:
If not previously provided, email and phone contact: