



# Youth Cultural Heritage Project Grant

A program of the Alaska State Council on the Arts  
Application Instructions



## How to Apply

Please read the Youth Cultural Heritage Project Grant Guidelines (available for download at <https://arts.alaska.gov/Youth-Cultural-Heritage-Grant-Program>) before completing the application.

A completed application consists of the **Application Cover with Certification** (pg. 2), a two-page **Project Narrative** (questions on pg. 4), the **Project Budget Form** (pg. 5), the **Project Timeline** (pg. 6), and **Attachments** (see items 1-4, below). If you are working with a Fiscal Sponsor, please complete and include the **Fiscal Sponsor Information with Certification** (pg. 3), as well. 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, YCH Project Grant  
161 Klevin Street, Suite 102  
Anchorage, AK 99508  
-or-

Via email to [nate@ravensgroupak.com](mailto:nate@ravensgroupak.com).

We are unable to accept faxed applications. If you are sending your application via email, please include "YCH Project Grant Application" and the name of your organization/group 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: "YCH Project Grant Application for XXXX: Attachment 1 of 4"

Email [nate@ravensgroupak.com](mailto:nate@ravensgroupak.com) or call (907) 269-6610, 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.

Below is a list of attachments that should be included with your application. Not all attachments are required, please contact the Grant Coordinator if you have questions about which attachments should be included in your application:

1. **IRS Tax-exempt Status Determination Letter and State Certificate of Incorporation** if you have not previously received a grant from the Alaska State Council on the Arts. (This attachment is not required if the applicant is an Alaska public school or district.)
2. **Activities Budget** - Please use the attached Project Budget Form to describe your project expenses and income, but you may also attach a more detailed budget, if you wish.
3. **Fiscal Sponsor Organization's Eligibility Documentation** (if applicable, see Item 1)
4. **Memorandum of Understanding for Fiscal Sponsorship** (if applicable, template MOU for fiscal sponsorship available from the Grant Coordinator)

# Youth Cultural Heritage Project Grant

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Application Cover + Certification

## Applicant Organization Information

Please complete the following sections with the Applicant Organization or Group's Information.
Applicant Organization/School/Group Name:
Mailing Address(Address, City, State, Zip Code):
Organization EIN/Tax ID Number:
Does the applicant have federal, tax exempt status? (please respond yes or no):
If you responded "no" to the above question, please be sure to complete Question 5 in the Project Narrative, complete the Fiscal Sponsor Organization Information + Certification section on the following page, and include a Fiscal Sponsor Memorandum of Agreement with your attachments.
Organization Contact Name:
Organization Contact Email:
Organization Contact Phone:
Organization Website (if applicable):
May we add you to our e-newsletter list?:

## YCH Project Grant Project Information

Please complete the following sections with Information about the Proposed YCH Project.
Project Title:
If the individual administering the YCH Project proposed activity is different from the applicant organizational contact, above, please provide this person's contact information, below.
YCH Project Contact Name (if different than above):
YCH Project Contact Email (if different than above):
YCH Project Contact Phone (if different than above):
Please list the number and groups of individuals you believe may be involved with your project. <b><i>Include estimated numbers of children and youth, artists, culture bearers, elders and other adults in space below:</i></b>
What are the YCH Project activity start and end dates?:
What is your total, YCH Project Grant, request amount?: \$

## Applicant Organization 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.

<b>Certification</b>
Applicant Organization:
Signature of Authorizing Official:
Date of Signature:
Printed Name and Title:

# Youth Cultural Heritage Project Grant

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Fiscal Sponsor Information + Certification

Please complete this portion of the YCH Project Grant application, only if you are working with a Fiscal Sponsor Organization. (Details about Fiscal Sponsorship are included in the Guidelines document.) If you are not sure if this is relevant to your application, contact the Grant Coordinator, or the ASCA Arts Education Program Director for assistance.

## Fiscal Sponsor Organization Information

Please complete the following sections with information about the Organization acting as Fiscal Sponsor for your Group or Organization.

Sponsor Organization Name:

Mailing Address(Address, City, State, Zip Code):

Organization EIN/Tax ID Number:

Organization Contact Name:

Organization Contact Email:

Organization Contact Phone:

Organization Website (if applicable):

May we add you to our e-newsletter list?:

## Fiscal Sponsor Organization 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

Fiscal Sponsor Organization:

Signature of Authorizing Official:

Date of Signature:

Printed Name and Title:

# Youth Cultural Heritage Project Grant

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Project Narrative Questions

## 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. Use at least 10 pt. font.

1. What do you believe youth cultural heritage is? How do the youth you work with currently engage with their cultural heritage in their families and communities?
2. Who is the audience/demographic to be served by the proposed activities? Who are the children and youth who will be participating?
3. What are the major activities you are planning for the project?
  - a. What arts-based activities will children and youth participate in, what activities engage with participants' families and/or cultural heritage communities, and what activities are public/community events related to the project.
  - b. Tell us about information about artists and culture bearers who have been identified within your project. How has your organization collaborated with artist(s) and/or community partners in the planning process?
4. What are your goals for this project?
  - a) How do you think these activities will make a personal impact on your youth participants, or what do you hope children/youth will learn or understand (about their cultural heritage) by participating in your activities?
  - b) Will there be any impact on your organization and the community of culture the project serves?
5. Are you or a member of your organization willing to attend a grantee cohort convening to discuss youth cultural heritage and related grant activities with other project grantees? Please respond with "Yes" or "No." If No, please explain what might prevent you from joining the group. If Yes, please describe what you would like to gain from your participation.
6. *For applicants who answered "No" to the 501(c)3, tax exempt status question on the Application Cover Sheet.* If your organization/group is not an eligible, tax exempt entity, but is otherwise providing youth cultural heritage activities in your community, your application will need a fiscal sponsor and you will need to provide your sponsor's information and describe your relationship in this section.

Please include an additional page that describes your group's relationship with the fiscal sponsor, and how you will work together to administer the YCH Project Grant. We encourage you to use the "Youth Cultural Heritage Grant Memorandum of Understanding for Fiscal Sponsorship" template as a tool for describing your group's fiscal sponsorship by an eligible fiscal agent organization.

# Youth Cultural Heritage Project Grant

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## Project Timeline

List all major activities related to this project. Include activities that are specifically for youth participants, that engage with participants' families and/or cultural heritage communities, and that are public events related to the project.

Month	Activities	Project Notes
February '24		
March '24		TBD Convening
April '24		TBD Convening
May '24		TBD Convening
June '24		
July '24		
August '24		
September '24		
October '24		
November '24		Wrap up Project Activities; gather items needed for Grant Final Report
December '24		Project is completed.

# Youth Cultural Heritage Project Grant

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## Project Expense

List all cash expenses related to this project by category (artist fees, production expenses, supplies, etc). Include in-kind expenses in the second column, such as donated lodging, supplies, services, administration, etc. Any contributed goods or services for which a group or organization would have to pay may be considered as in-kind.

Category	Cash Amount \$	In-kind Amount \$*
Artist Fee		
Supplies/Materials		
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)		
Other (please list)		
Other (please list)		
Other (please list)		
<b>Total Project Expense</b>		

**Budget Description:** Provide a brief explanation of how the expenses/purchases you include in your Project Budget Form fit within the organization's goals of providing children and youth with cultural heritage arts activities. If the expenses are greater than \$10,000, what will be your plan for additional support and funding for the activity?