

Youth Cultural Heritage Fast Track Grant

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

How to Apply

Please read the Youth Cultural Heritage Fast Track Grant Guidelines before completing the application.

A completed application consists of the **Application Cover with Certification**, a two-page **Project Narrative**, the **Project Budget Form**, and **Attachments**. If you are working with a Fiscal Sponsor, please complete and include the **Fiscal Sponsor Information with Certification**, 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 Fast Track 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 "YCH Fast Track 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 Fast Track Grant Application for XXXX: Attachment 1 of 4"

Email nate@ravensgroupak.com or 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.

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 never applied to the Arts Council. (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 attachment Item 1)
4. **Memorandum of Understanding for Fiscal Sponsorship** (if applicable, template MOU for fiscal sponsorship available from the Grant Coordinator)

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Application Cover + Certification

Applicant Organization 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 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 Fast Track Grant Project Information

Project Title:
If the individual administering the YCH Fast Track 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. Include numbers of children and youth, artists, culture bearers, elders and other adults:
What are the YCH Fast Track Project activity start and end dates?:
What is your total, YCH Fast Track 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.

Certification
Applicant Organization:
Signature of Authorizing Official:
Date of Signature:
Printed Name and Title:

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Fiscal Sponsor Information + Certification

Please complete this portion of the YCH Fast Track 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

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:

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Project Narrative Questions

Project Narrative

On no more than two 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. How is cultural heritage included in your planned activities, or what are the cultural heritage aspects of the activities? How might your plan align with the Youth Cultural Heritage Program Goals, included in the Guidelines YCH Fast Track Grant Guidelines?
2. Who is the audience/demographic to be served by the proposed activities? Who are the children and youth who will be participating? In what activity will they participate, and how will artists and culture bearers be involved with the plan?
3. 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?
4. *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 Fast Track Grant.

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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/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)		
Total Project Expense		

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 \$2,000, what will be your plan for additional support and funding for the activity?