

## Instructions to Complete FY13 AIE After-School/Summer Residency Grant Application

The links for the FY13 AIE After-School/Summer Residency application forms follow these instructions. Sections 1-6 have online boxes to fill in; Section 7 is an Excel budget page that calculates. A list of Narrative Outline suggestions is included for Section 8. These suggestions will require a separate Word file for the responses. A page for Artist Signatures is also included.

To request information, contact Cynthia Haas, AIE Program Manager, at 501-324-9769, or at [cynthia@arkansasheritage.org](mailto:cynthia@arkansasheritage.org).

Applicants should make computer file copies of each form for Sections 1-8, as well as create additional computer files for each of the other supplementary materials listed in the Checklist. Submit all computer file copies on a single computer CD or USB flash drive, along with one printed copy of the Non-Roster artist Packet (if needed), the Artist/Outside Consultant Signatures page, and the Signed Checklist page.

### ***CD/Flash Drive Information:***

#### **Section 1: Applicant information**

- a.-g. Provide information requested. We are required to have your full 9-digit Zip Code.
- h. Phone: The telephone number where the organization can be reached.
- i. FAX: The FAX number where the organization can be reached.
- J. E-mail: The e-mail address of the organization.
- k. Website: The <http://> address of the applicant's Internet web page, if available.
- l. Employer ID Number: The organization's tax ID number (EIN).
- m. DUNS Number: The organization's nine-digit data universal numbering system (DUNS) number. The executive director, business manager, board treasurer, or accountant is likely to know and be able to provide the DUNS number if you already have one. Any organization already receiving Federal funds will have one. Additional information on obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform/displayHomePage.do>
- n. Executive Director/School Principal: The name of the person directly responsible for administrative management of the organization.
- o. Board President/School District Official: The name of the person chairing the Board of Directors/advisory group for the applicant organization.
- p. State Senate District: The number given to the organization's Arkansas Senatorial district.
- q. State House District: The number given to the organization's district for the Arkansas House of Representatives. Assistance in obtaining the numbers of both Senate and House Districts for the organization's area of the state is available online at <http://argis.ualr.edu/website/districtfinder/help.htm>
- r. Description of area served (include radius in miles): In the space provided, give a socio-economic and geographical description of the area to be served by the proposal. Include a specific listing of locations, communities, cities, towns, etc. where programs indicated in the proposal will occur.

#### **Section 2: School or Organization Description**

Briefly describe the school or organization, including history, programs and accomplishments, and its role in the community.

### Section 3: Proposal Summary and Budget Specifics

Use the space provided to write a brief summary of the AIE After-School/Summer Residency proposal detailed in the application **Narrative Outline (Section 8)**. The summary should include a statement indicating how the applicant plans to spend the specific grant dollars requested.

### Section 4: Proposal Information

- a. Request Amount: The dollar amount requested in this AIE AS/SR application. Round to nearest whole dollar.
- b. Fiscal Year Dates: Applicants should indicate the starting and ending dates of the organization's operating calendar.
- c. Contact Person: The name of the person most familiar with the AIE AS/SR application information who can answer questions from the agency staff.
- d. Contact Title: The position the contact occupies within the applicant organization's structure.
- e. Phone: The phone number of the contact person.
- f. Contact E-Mail; the e-mail address of the contact person.
- g. Estimated Project Participants: The number of people expected to attend or participate in all programs and services included in the AIE AS/SR proposal.
- h. Number of Artists: The total number of artists involved in the AIE AS/SR proposal.
- i. Total FY13 Projected Operating Budget: The total amount of all operating expenses projected by the applicant organization for FY13. The Arts in Education budget total provided on line 18 Column C in Section 8 (the Budget page) is only a portion of the Total FY13 Projected Operating Budget listed here in Section 4, h.

### Section 5: Organization Mission Statement

Provide the mission statement approved by the Board of Directors/advisory group of the applicant organization. School applicants should enclose a letter verifying it is in a district recognized by the Arkansas Department of Education. See information in **Nonprofit Determination**.

### Section 6: Demographic Analysis

List the numbers, **not percentages**, of each ethnic group to be served in the applicant's proposal area (as defined in Section 1, r.) and in all the other categories listed.

The **Estimated FY13 Participants** should be the total number of participants in the activities described in the AIE AS/SR residency proposal.

The **Total FY11 Served** is the total number of people served by the applicant during the last completed fiscal year.

The **Current Area Population** is the total number of inhabitants living in the geographic area served by your organization. One source of demographic information is the U.S. Census Bureau website at <http://quickfacts.census.gov/qfd/index.html>. Follow the instructions to find your city.

The **Current Staff** is the total number of full and part-time paid employees working for your organization.

The **Current Board** is the total number of Board members overseeing your organization.

For each group total, list the number of people under eighteen years of age participating, the number of people over sixty-five years of age participating and the number of people with disabilities participating.

### **Section 7: Excel Budget Page**

Complete each column on the attached Excel budget sheet as noted. The dollars should indicate only unrestricted monies. The figures should not include capital expenditures (plant, property or equipment) or restricted funds.

**Column A** should indicate the amount of AIE AS/SR support requested from the Arkansas Arts Council in the application. The request amount should be entered in line 5 in the Income portion of the budget and distributed as operating costs in the blank line items in the **Column A** Expenses portion of the budget.

**Column B** should indicate the applicant's cash match for the amount requested from the Arts Council in **Column A**. The amount of the Applicant Match must at least equal the amount of the AIE request in **Column A**. The Income provided by the Applicant Match should be similarly distributed as operating cash in the blank line items in the **Column B** Expenses portion of the budget.

**Column C** should indicate the combined budget for the AIE AS/SR proposal. **Column A** added to **Column B** should equal **Column C**. **The Total Income on line 6 of Column C should equal the Total Expenses on line 18.** Any projected surplus will be subtracted from the request amount.

Budget line items in Section 7 should be self-explanatory. If any of the budget line items in Section 7 are unclear, applicants should refer to [Standard Definitions](#) to determine what amounts should be included in a specific line item, or should consult with the AIE Programs Manager.

Any budget amounts from the applicant's own accounting system that do not fit into the application line items indicated on the budget form should be combined in one of the "Other" items provided in each budget subsection. All "Other" line items should be listed by fiscal year on a separate 8½"x 11" page and broken out by type and amount.

The totals for In-Kind Contributions in line item 7 can be calculated using the standard scale of \$22 per hour for volunteers and \$100 per hour for board members.

### **Section 8: Narrative Outline**

Provide responses for each of the requests fully, but concisely, in the order presented. Follow the outline numbers given for the requests and repeat the requests on the narrative pages. Use a font that is no smaller than Times New Roman 12.

#### **Current Staff List**

In a separate file, enclose a list with the name of each employee of the applicant organization. Include position title and area of responsibility.

#### **Board of Directors/School District Officials**

In a separate file, enclose a list of all Board members or school district officials of the applicant organization. Include each member or official's name, address, city and occupation, along with

his or her assigned committee roles. Indicate officers with a cross (+). Indicate any Board members or officials who are Asian, Black/African American, Hispanic/Latino, American Indian/Alaska Native, or Native Hawaiian/Pacific Islander with an asterisk (\*).

### **Nonprofit Determination**

Enclose a file copy of the applicant organization's nonprofit charter from the State of Arkansas if its gross receipts are less than \$5,000

**OR**

Enclose a file copy of the first page of the applicant's 501(c)(3) Letter of Determination from the Internal Revenue Service if its gross receipts are more than \$5,000

**OR**

Enclose a file copy of a letter from the application organization stating that nonprofit certification is not necessary by law. School applicants should enclose a letter verifying they are in a district recognized by the Arkansas Department of Education.

### **Representative Support Material**

Support materials add significance to the proposal and help the panel evaluate the quality of arts education programming offered by the organization.

Enclose a file of the most representative material about the arts education programs or activities, which should be no more than 5 years old. This file could include extra information about the artist(s), scanned or digital copies of brochures describing the activities, reviews, articles, or files describing a previous project similar to the application proposal. If appropriate, add an additional page with hyperlinks to online examples on your Website, Facebook page, or YouTube posts.)

### ***Printed Single Copies:***

#### **Non-Roster Artist(s) Packet**

Applicants wishing to use a non-roster artist must also submit information with the application that will allow the artist to be reviewed in conjunction with the AIE AS/SR proposal.

This packet of information includes:

- A letter stating why an AIE roster artist cannot be used, and why you have chosen this particular artist instead of one in the roster.
- An AIE Artist Roster application and required support materials completed by the non-roster artist.

Contact the AIE program manager for additional information or for an artist application form and guidelines.

### **Artist Signatures**

All artists participating in the AIE After-School/Summer Residency program must sign and date the enclosed form after reading the **Narrative Outline (SECTION 8)** responses and [Legal Requirements](#) for the application. The signatures do not constitute a legal contract, but ensure that all parties agree on the context of the residency program.

### **Signed Checklist**

The Executive Director/School Principal and the Board President/School District Official of the applicant organization/school must sign and date the submitted copy of the application checklist after reading the [Legal Requirements](#) and approving all application materials included.