

Instructions to Complete FY11 AIE In-School Residency Grant Application

The links for the FY11 AIE In-School 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. This will require a separate Word file for the responses. A page for Artist Signatures is also included.

Application forms are also available online at the Arkansas Arts Council website www.arkansasarts.org. To request information, contact Cynthia Haas, AIE Program Manager, at 501-324-9769, or at cynthia@arkansasheritage.org.

Applicants should make copies of each file for Sections 1-8 and submit them on a computer CD as part of their complete application package. Supplementary materials should be provided by the applicant.

Disc Information:

Section 1: Applicant Information

a.-g. Self-explanatory. We are required to have your full 9-digit Zip Code.

- h. Web site: The <http://> address of the applicant's Internet web page.
- i. Employer ID Number: The organization's tax ID number (EIN).
- j. 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 (schools etc.) already receiving federal funds will have one. Additional information on obtaining a DUNS numbers can be found at <http://fedgov.dnb.com/webform/displayHomePage.do>
- k. Executive Director/School Principal: The name of the person directly responsible for administrative management of the applicant organization.
- l. Board President/School District Official: The name of the person chairing the Board of Directors/advisory group for the applicant organization.
- m. State Senator: The name of the person elected from your Arkansas Senatorial district.
- n. State Representative: The name of the person elected from your district for the Arkansas House of Representatives.
- o. Description of area served (include radius in miles): provide 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 In-School 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. Amount of Request: The dollar amount requested in this AIE ACP residency 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 ACP application information who can answer questions from the agency staff.
- d. Contact Phone: The phone number of the contact person.
- e. Contact E-Mail: The e-mail address of the contact person.
- f. Estimated Project Audience: The number of people expected to attend or participate in all programs and services included in the AIE ACP program proposal.
- g. Number of artists: The total number of artists involved in the proposal.
- h. Total FY11 Projected Budget: The total amount of all operating expenses budgeted by the applicant organization for FY11. The Arts in Education budget total provided on line 33 in Column C in Section 7 (the Excel Budget page) is only a portion of the Total FY11 Projected 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 o.) and in all the other categories listed.

The **Estimated Project Audience** should be the total number of participants in the activities described in the AIE In-School Residency proposal.

The **Current Audience Base** is the total number of all audience members served by the organization 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.

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.

The **Current Volunteers** are the total number of non-paid individuals working for your organization in any capacity.

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 Arts in Education support requested from the Arkansas Arts Council in the application. The request amount should be entered in the blank box on 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 Residency 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 33. 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 Program 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.

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. On computer generated pages, use a font that is no smaller than 10 point Verdana (this size font) or Times New Roman 12.

Supplementary Materials:

Artist Signatures

All artists participating in the AIE In-School 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.

Current Staff List

Enclose a list with the name of each employee of the applicant organizations. Include position title and area of responsibility.

Board of Directors/School District Officials

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 on the Board. Indicate officers with a cross (+). Indicate any 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 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 copy 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 letter from the application organization stating that nonprofit certification is not necessary by law.

School applicants should enclose a letter verifying it is in a district recognized by the Arkansas Department of Education.

Non-Roster Artists

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 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.

Support Material

Enclose **one copy** of the most representative support material. This could be extra information about the artist(s) involved, or a brochure, review or other material from a previous project similar in nature to the application proposal. Materials can be organized and bound in a separate three-ring binder.

Signed Checklist

The executive director/principal and the board president/school district official of the applicant organization/school must sign and date the application form after reading the [Legal Requirements](#) and completing all application materials required.

Go to the files listed below to find forms and read application specifics for the AIE In School Residency Program:

[FY11 AIE ISR Checklist and Authorization Signatures](#)

[FY11 AIE ISR Application Form](#)

[FY11 AIE ISR Excel Budget Page](#)

[FY11 AIE ISR Narrative Outline](#)

[FY11 AIE ISR Artist Signatures](#)