

FORM 1: GRANT REQUEST IDENTIFICATION PROGRAM AREA, CATEGORY OF SUPPORT AND DISCIPLINE

All Grant Applicants Include this form with each application. Attach the additional application forms indicated under Category of Support. Please note that some forms require additional attachments. Do not staple or permanently attach the parts of your application.

Program Area

From the following list, select the Program Area which is most closely associated with the activities/project described in this application. Select one and enter the letter in the box.

E - Arts in Education

C - Community Arts

F - Folklife

L - Literary Arts

P - Performing Arts

V - Visual Arts

Category of Support

From the following list, select the category of support which is most closely associated with the activities/project described in this application. Select one and enter the number in the box.

Organizations

0 - Artist Residency

Forms 1 & 2

1 - Collaborative Ventures/partnerships

Forms 1 & 2

2 - Operating Support

Forms 1 & 2

3 - Presenting

Forms 1 & 2

4 - Programming Development

Forms 1 & 2

5 - Projects

Forms 1 & 2

6 - Technical Assistance

Forms 1 & 4

Individuals

7 - Folk Arts Apprenticeships

Forms 1 & 6

8 - Fellowships, Administrative

Forms 1 & 3

9 - Fellowships, Artists

Forms 1 & 3

6 - Technical Assistance

Forms 1 & 4

0 - School Artist Roster

Forms 1 & 5

Additional Organizational Projects

10 - Projects Administrative

Forms 1 & 2

11 - Projects Consolidated

Forms 1 & 2

Discipline

From the following list, select the Arts Discipline which is most closely associated with the activities/project described in this application. Select one and enter the number in the box.

0 - Crafts

1 - Dance

2 - Design Arts

3 - Folk Arts

4 - Literature

5 - Media/Photography

6 - Multi-disciplines

7 - Music

8 - Theatre

9 - Visual Arts

Note: If shipping overnight by private vendor (other than U.S. Postal Service), please use the following address: 201 Monroe Street • Suite 110 • Montgomery, AL 36104

GRANT APPLICATION CHECKLIST - ORGANIZATIONS

The following is a list of items applicants are required to provide to ensure the eligibility and completeness of grant applications. Failure to meet the requirements listed may result in having the application returned without processing or review.

ALL APPLICANTS:

___ Copy of IRS Determination letter verifying 501(c)(3) status, or recent letter of authorization from fiscal agent and a copy of that organization's determination letter

___ Section A must have Legislative District information. To obtain this information visit the following websites:

For State Senate District

<http://www.legislature.state.al.us/house/house.html>

For State Representative District

<http://www.legislature.state.al.us/senate/senate.html>

For U.S. Congressional District

http://www.senate.gov/general/contact_information/senators_cfm.cfm?State=AL

If you do not have personal internet access, internet access is available at all public libraries.

___ Budgets and financial information are consistent throughout the application

___ Section C, D, and F are completed and in the space provided on the form. Additional pages and attachments will not be copied for Council review.

___ Section E, Performance Indicators and Fiscal Year Summary must be complete.

If the applicant is applying under the Arts in Education Program:

___ Section K must be completed and included with your application

If the applicant is applying under the Presenter component in any program:

___ A contract or letter of intent verifying the date and the artistic fee must be included in the application package.

The following is also required in preparing application packages:

___ An original and two (2) clear copies of the application (preferably typed) must be submitted. Make copies front to back (2-sided) as the application is designed. Do not insert detailed budgets, resumes or any additional sheets into the application form. Do not use type smaller than 12 points in your application. One (1) copy of supporting materials, e.g. brochures, resumes, etc., is sufficient. Applications that are sloppy, hard to read or generally unclear will be penalized in the review process.

Notes:

Use paper and binder clips only. Do not use staples, binders, notebooks or special presentation materials

When submitting two applications in the same mailing package, make sure it's very clear that there are **two separate requests**

Please be sure to keep a copy of the application you submit for your files.

APPLICATIONS MAY NOT BE SENT BY FAX.

FORM 3: FELLOWSHIP APPLICATION
FOR USE BY INDIVIDUALS

STAFF USE	APPLICATION NUMBER	PROGRAM CODE	DATE RECEIVED
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SECTION A **APPLICANT INFORMATION**

Name _____ Telephone _____

Address: Street or P.O. Box _____

City _____ County _____

State _____ Zip _____

Legal Resident of Alabama Since _____ Date of Birth _____

Place of Birth: City _____ State _____

Social Security Number (optional) _____

If fellowship is awarded social security number is required for payment.

Email Address _____ Fax _____

Web Page Address _____

SECTION B **REQUEST PROFILE**

1. Category (select one)

Artist Fellowship

What is the specific type of work for which you are applying? (i.e., what instrument, what visual medium, what aspect of theatre, dance, type of literature, etc.)

Arts Administration Fellowship

What is your current position/title and organizational affiliation?

2. How would this grant impact your career?

SECTION C

RESUME SUMMARY

Present Employer and Position/Occupation

Summarize your education, training and major areas of study. List degrees. (Please complete this section. Do not use "see attached.")

Year

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Summarize your Awards, Major Exhibitions, Honors, Performance, Publications and Other Fellowships.

Year

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(A comprehensive resume must be attached. List on Section L works submitted for review.)

SECTION D

CERTIFICATION

I certify that the foregoing statements are true and complete to the best of my knowledge. Should funding result from my application, the funds will be used to advance my career, during the specified grant period, in a manner consistent with the concept of the Alabama State Council on the Arts Artist Assistance Program, with the type of work represented by samples submitted.

SIGNATURE _____ DATE _____

Applications for Fellowships can now be submitted electronically via eGRANT. Access to eGRANT is available from the Alabama State Council on the Arts website at www.arts.alabama.gov. eGRANT is first part of the two-part application process. The second part is the submission of the signature page and samples and/or supplemental materials. This information must be received in the Council's office within 3 days past the application deadline date.

For non-eGRANT submissions, please submit an original and two (2) clear copies of the application (preferably typed) must be submitted. Make copies front to back (2-sided) as the application is designed. Do not use type smaller than 12 points in your application. One (1) copy of supporting materials, e.g. brochures, resumes, etc., is sufficient.

SECTION L

INVENTORY OF WORKS SUBMITTED FOR REVIEW

Artist's Name _____ Telephone _____

Address: Street or P.O. Box _____

City _____ County _____

State _____ Zip _____

Please list all attachments/samples that you are including with your application. (A self-addressed, stamped, sturdy shipping envelope must be included if you wish these samples returned.)

Resume

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Other: _____

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