

## 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](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 5: SCHOOL ARTIST ROSTER APPLICATION**  
**Attachment Checklist**

Program Descriptions

Please enclose a description of each type or workshop or class for which you would be available. This might include performances, lecture demonstrations, professional development workshops for classroom teachers, art classes, etc. Indicate grade levels for each, objectives and how you will evaluate the success of your objectives. If your presentation involves additional artists, please enclose information about these artists and their contribution to your program.

Comprehensive resume. If you are applying as a performance group, please enclose resumes of all participant artists.

Three letters of recommendation with current contact information for each reference

These letters should be written by someone who is familiar with your work in the schools, or your ability to begin working in the schools.

A lesson plan that is an example of an activity you would be providing for the school. If you are providing a performance or lecture demonstration, then this may be an outline of the content of the activity or performance. Please be sure to indicate alignment with the *Alabama Course of Study: Arts Education* in your lesson plan or outline. This document may be found at

<http://www.alsde.edu/html/sections/documents.asp?section=54&sort=1&footer=sections>

A current 15 minute video (or DVD) that shows an example of your work. Preferably, this video should show a portion of the lesson plan or outline that you provide with this application. Collaborating Artists should have examples of working with classroom teachers, if possible. The Council will maintain a library of current Roster Artists.

At least one updated good quality promotional photograph to be used on the Council website. Please enclose a CD with photo in jpeg format. Photos must include a picture of the artist. Work samples may also be included, along with pictures of the artist working with teachers and children.

Additional Materials: Any curriculum materials, newspaper reviews, samples of artwork, etc. Please feel free to include any support materials that will help us understand what you have to offer our schools.

Please use Section L on page 37 to inventory these additional materials.

Note: **Application Materials will not be returned**

Certification:

I certify that the information presented in this application is true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FORM 5**