



## **New Artists in the Classroom Grant Application Form Guide**

We have released a new form to apply for the Artists in the Classroom grant! This form is all online and can be shared between applicants to make edits and add information. There are some unique things about this form that you may run into while filling out your grant application for Artists in the Classroom.

### **Saving your form and sharing it with collaborators**

- You can save and resume your application form once you fill out the first page of the application.
- Click on the “Save and Resume Form” link on the top right and bottom right corner of each page.
- You will need to enter your email address and a password that you can share with your collaborators. Each email address/password combination is unique and will link to the exact form.
- You can save multiple forms, you just need different passwords for each one. You can use the same email.
- If you are working on the form multiple times – each person will need to use the same email and password to re-save the application each time by clicking the save and resume link otherwise other people could lose access to the form.
- Share the link in the email you receive after saving your form with your collaborators to go back to the form and open your application.

### **Listing artists on the application form**

- First, figure out if the BC-based artist you are working with is on one of the ArtStarts Directories. If they are on either the Artists in the Classroom Directory (AICD) or the Artists on Tour Directory (AOTD) you can select them from the dropdown list on the application form.
- If the artist is not on one of the directories – they are eligible! Make sure to upload a CV for the artist or a link to their CV along with their email, and basic information about their artistic background.
- There is a checkbox next to each category of artists (Artists on ArtStarts directory or other BC-based artists). Be sure to uncheck the box if you don’t have an artist in one of those categories.
- If an artist not on the directory is applying for two grants and wants to tailor their CV for each application be sure to upload a document instead of using a link to a CV.



### Completing your budget

- The new application form does a lot of the budget calculations for you. One thing it does not calculate is artist administrative time. Time spent by artists doing administrative work for the project can be up to 10% of the total project budget. Please make sure that artist administrative time does not make up more than 10% of the budget.
- When you are working on the budget you may add or remove items from the budget. If you need to remove a line click "Remove" to the bottom right of the line you want to remove. The form will give you a message that says "Are you sure you want to remove this section? All data in this section will be lost.". Click ok, the error message just means you are removing one line, not your whole budget.
- The form will automatically calculate your maximum grant amount based on the information you input, your school eligibility, and the size of grant you would like (small or large scale). You can see that amount in the budget section under "AIC Grant Request". You cannot receive more money than the amount in that box but you can ask for less if you have revenues to cover the costs. Add any other funding in the "Community Contributions" section to reduce the grant amount. The form will recalculate that amount below the revenue section under "Recalculated Grant Allotment".
- If you have any questions about the budget, please email us at [aic@artstarts.com](mailto:aic@artstarts.com)

### The written text on the form

- Page 4 of the form includes the long written sections of the application where you answer questions about artistic quality, curricular connections, student engagement, and project scope.
- These text boxes have a word limit – please be sure to stay under that word limit. The form will not let you submit applications that go over the word limit.
- We recommend working on the written sections in an external document like a google or word doc and then copy/pasting the content into the application form. This will reduce the back and forth needed with the form.



### Submitting your application

- Page 5 of the form has the funding agreement should your application be successful and is the digital signature for the main applicant.
- Click submit on Page 5 and then review your submission on the next page. Finally, scroll down to the bottom of the next page, type or digitally sign your name, and hit submit.
- The main applicant will receive an "E-Signature Verification" email. Click the link in that email to confirm your signature. If you click the link twice you may get an error message. Worry not, email [aic@artstarts.com](mailto:aic@artstarts.com) if you have any issues.
- The main applicant will then get an email confirming your application has been received. Once you have received that email, your application is complete!
- You can always access a record of your application by looking for the email with the subject line "Signed: AIC Application Form" and clicking the link in that email.



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