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**APPLICATION FORM**

**Application Deadline: 5pm on Friday, May 31, 2019**

**TYPE ALL ANSWERS AND SIGN DIGITALLY**

**EMAIL APPLICATION IN WORD DOC or GOOGLE DOC WITH ARTIST CVs TO:**

**aic@artstarts.com with the subject line “SCHOOL NAME-PROJECT TITLE”**

***IMPORTANT! Please read AIC Guidelines and Frequently Asked Questions before completing this application form.*** *You can download the AIC Guidelines from* [*artstarts.com/aic*](http://artstarts.com/aic) *and view the FAQ at the bottom of the webpage.*

**You must make your own copy of this Google Doc so that you and your collaborators can edit the document together. You can also download this form as a Word Doc from the** [**Grant Guidelines.**](http://artstarts.com/aic)

1. To create your own copy of this Google Doc click: File > Make a Copy.
2. Re-name the document and save it to your Google Drive in the dialogue box. Do not check the box for “Share with the same people”.
3. In your own copy of the document, click the share button in the top right corner to share with your collaborators.

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| **Name of Applicant:**  (one person; artist, teacher, principal or PAC representative) |  | | |
| *Is this your first time applying for an AIC grant? Yes or No* | | |
| **Title/Position:** |  | | |
| **Applicant Phone:** |  | | |
| **Applicant Email (required):** |  | | |

Please note that all communication regarding this grant will go to the one Applicant listed here.

**Confidentiality of Information**

All documents submitted to ArtStarts in Schools become the property of ArtStarts. Personal information is collected in accordance with the British Columbia Personal Information Protection Act (PIPA) for the purpose of evaluation and assessment for awarding grants and to meet program objectives. Your application information along with artist CVs will be shared in confidence with members of the adjudication jury. ArtStarts will make every effort to maintain the confidentiality of personal information in each application. Project details from Sections A and B from award recipients may be published along with the amount of the award in the ArtStarts Annual Report as well as in various communications and promotional vehicles of ArtStarts and the BC Arts Council.

**SECTION A – APPLICATION INFORMATION**

Information provided in this section will be used to determine your application’s eligibility. Applications not meeting the Eligibility Criteria will not be reviewed by the jury. Please note that if your grant application is successful, information from this section will be displayed on the ArtStarts website.

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| **Official School Name:**  (As listed by the [BC Ministry of Education](http://www.bced.gov.bc.ca/apps/imcl/imclWeb/Home.do) and/or [FNSA](http://www.fnsa.ca/meet-the-schools/list-of-schools)) |  | | |
| **School Address:** |  | | |
| **City:** |  | **Postal Code:** |  |
| **School Phone:** |  | **School District:** |  |

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| **Project Title**  **(max 50 characters with spaces)** |  |
| *Below values are estimates and will be confirmed in the grant agreement, should your application be successful:* | |
| **# of Participating Teachers:** |  |
| **# of Participating Students:** |  |
| **# of Participating Artists:** |  |
| **Project Start Date:**  (must take place between September 2019 and June 2020) |  |
| **Project End Date:**  (must take place between September 2019 and June 2020) |  |
| **Participating Grade Levels:** |  |
| **# of Volunteers:** |  |
| **Other Schools Involved:** |  |

**SECTION B – PROJECT COLLABORATORS**

**Artist(s)**

Confirm that all participating artists are BC-based and meet the definition of professional artist (see page 1 of the AIC Grant Application Guidelines). If you have questions about whether the artist(s) meet the definition, please contact ArtStarts.

1. List all participating BC-based professional artists
2. Include their artistic discipline
3. If they are on the ArtStarts [Artists in the Classroom Directory](https://artstarts.com/aicd) (AICD) or [Artists on Tour Directory](https://artstarts.com/aotd) (AOTD), include the link to their profile.
4. If they are not on either directory, confirm that you have attached their CV when the application form is submitted by email.
5. Please ensure all artists listed receive a copy of the grant application so that they know what they will be working on. This is to increase accountability for all project participants.

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| **Artist Name** | **Discipline** | **Professional Artist? (Y/N)** | **AICD/AOTD link or CV attached?** | **Received copy of grant application? (Y/N)** |
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**Teachers and Collaborator(s)**

New this year, we are also asking for information on all meaningful collaborators to the project. This includes anyone who is not an artist who will be contributing to the decision making, planning, execution, and direction of the project.

1. Examples of collaborators include: Classroom Teachers, Administrators, Elders, Traditional Knowledge Keepers, Aboriginal Support Workers, community members who provide knowledge or expertise that is not arts based, etc.
2. If you have the whole school working on the project, please list any teacher who is not in the planning process as one line (ie: Teachers from Divisions 1-10 - Classroom teachers - yes instead of initials)
3. Please ensure all collaborators listed receive a copy of the grant application so that they know what they will be working on! This is to increase accountability for all project participants.

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| **Teacher/Collaborator Name** | **Role** | **Received copy of grant application? (Y/N)** |
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**Do you give ArtStarts permission to share the results of this grant application, including jury feedback with all project collaborators including all artists and school representatives, if they request this information (Yes/No)?**

**SECTION C – PROJECT INFORMATION**

Before answering these questions, be sure to read the details of the Assessment Criteria and Considering Cultural Context sections in the Grant Application Guidelines.

**Summarize your project and state its focus:**

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**max 200 words**

**Why this project in this time, place, and context?** Successful projects happen in context. Please tell us about the rationale behind choosing this project for these students, including the inquiry questions and learning outcomes.

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**max 200 words**

**Project Scope (10%)**

Clarity and detail used to describe the project including:

* Clear articulation and focus of the project
* Feasibility of budget (see Section D) and proposed timeframe
* Fair compensation for artists, knowledge keepers and elders
* Defined roles and expectations of artist and educator
* Evidence of community support (e.g. PAC, community organizations, school district, etc.)

Provide the work plan and timeframe for planning, executing, and evaluating the project.

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**max 200 words**

**Describe the role of the artist(s) and the role of the educator(s) in supporting this project.** How have you worked together to develop this application? Please also describe any consultation with subject matter experts for the project including Elders, Knowledge Keepers, parents, or other experts, especially if there is cultural content from a marginalized or underrepresented community.

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**max 200 words**

**Artistic Quality (40%)**

Describe the artistic process and outcomes, including:

* Clarity, depth, and quality of process and concept of project
* Creativity of project
* Demonstrated innovation or risk-taking
* Evidence of appropriate, contextualized use of cultural or community themes used in the artistic process
* Reciprocal relationships established with experts from the community when learning about culturally-specific contexts.

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**max 350 words**

**Artistic Disciplines Involved (mark ‘X’ in the box to the left of all that apply):**

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| --- | --- | --- | --- |
|  | Dance |  | Storytelling |
|  | Film/Video |  | Theatre |
|  | Interdisciplinary |  | Visual Arts |
|  | Music |  | Writing |

**Student Engagement (30%)**

Describe how the students are directly involved throughout the project, including:

* Level of hands-on contact time
* Consideration of cultural safety issues
* Student input throughout creative process
* Opportunities to communicate ideas, insights and point of view
* Opportunities to collaborate with peers and broader community

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**max 350 words**

**Curricular Connections (20%)**

Identify opportunities for curricular connections and the ways these will be explored, including:

* Identified curricular opportunities
* Relevancy and depth of learning
* Rationale for chosen curriculum topics
* How the project connects with the overall themes or big ideas in the classroom or school

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**max 350 words**

**Subject Areas Involved (mark ‘X’ in the box to the left of all that apply):**

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| --- | --- | --- | --- |
|  | Applied Skills (Business, Home Economics, Technology, etc) |  | Mathematics |
|  | Arts Education (Dance, Drama, Music, Visual Arts, etc) |  | Physical Education |
|  | Career Education |  | Sciences (Biology, Chemistry, Earth Sciences, etc) |
|  | English Language Arts |  | Languages |
|  | Francais langue premiere |  | Social Studies (BC First Nations Studies, Civic Studies, Geography, History, Law, Social Justice, etc) |
|  | French Immersion Language Arts |  | Additional Offerings |

**LARGE SCALE PROJECTS**

Large scale projects unfold over an extended period of time, involve multiple artists or engage the entire school. Large scale projects show high levels of innovation and creativity, and deeply impact learning beyond the life of the project.

Describe how your project fits this criteria:

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**max 200 words**

Please explain your goals behind doing a large scale project and how you will measure, track, and document (eg. blog, videos, photos, reflection exercises) your progress towards those goals.

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If your project is not selected to receive a large scale grant, would you like to be considered for a small grant (Yes/No)?

If YES, describe how you would scale the project back and what elements would be modified.

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**SECTION D – PROPOSED BUDGET**

All applications must include a detailed and balanced budget that includes a clear breakdown of all expenses and revenues associated with the project. Refer to the Grant Application Guidelines for details on eligible and ineligible expenses.

Include a clear explanation and breakdown of each line item below. For example:

*Artist fees - Stella in-class 6 weeks x 2 half day (under 4 hours) x $310 = $3,720*

*Fees for Elder - Joan in-class 2 visits x 2 hours x $100 = $400*

*Materials - 4 boxes of clay x $40 + 10 bottles of glaze x $28 = $440*

**Expenses**

|  |  |
| --- | --- |
| **Eligible Expenses** | |
| List all project expenses that are **eligible** for AIC funding | |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| TOTAL ELIGIBLE EXPENSES | **$** |
| **Other Project Expenses** | |
| List all project expenses that are **ineligible** for AIC funding but will be covered by the community contribution | |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| TOTAL OTHER EXPENSES | **$** |
| **TOTAL EXPENSES**  Total Expenses must equal Total Revenues | **$** |

**Revenues**

|  |  |
| --- | --- |
| AIC Grant Request - covers eligible expenses up to 70% of the TOTAL budget (eligible and ineligible expenses combined). FNSA Schools may apply for up to 100% of eligible expenses. | $ |
| List Sources of Community Contribution: | |
|  | $ |
|  | $ |
| **TOTAL REVENUES**  Total Expenses must equal Total Revenues | **$** |

**SECTION E – Conditions for Funding**

**By signing and submitting below, the applicant agrees to do the following if the application is successful:**

* Inform ArtStarts on the progress of the project as it unfolds as specified above;
* Inform ArtStarts if there is a change in project description, coordinator or artists;
* Use the funds only for the project as approved by ArtStarts;
* Maintain the financial split between grant (70%) and other contribution (30%) and return any unused grant funds to ArtStarts (unless your school is part of the FNSA and is receiving 100% coverage);
* Ensure that the artist(s) working on the project are compliant with the Criminal Records Review Act of the Province of British Columbia;
* Inform ArtStarts of any final performances or events, document the process of the project, and understand ArtStarts may ask to arrange a time for a site visit of the project;
* Complete the project before the end of the 2019-2020 school year;
* Submit a final report and at least three images (300dpi quality) within 30 days of project completion and no later than June 25, 2020; and
* Acknowledge ArtStarts in Schools and the funders, the Province of British Columbia and the BC Arts Council, in all communication and promotional material pertaining to the project (example acknowledgement below).

*“This project was supported by an Artists in the Classroom grant disbursed by ArtStarts in Schools and funded by the Province of British Columbia and the BC Arts Council."*

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| **Applicant Signature**\* | **Date** |

\* Typing your full name above is equivalent to a signed declaration that you fully understand the conditions for funding

**By signing below, the school agrees to do the following if the application is successful:**

* administer the funds (including contracting with the artists and paying for supplies);
* use the funds only for the project as submitted to ArtStarts;
* maintain the funding split between grant (70%) and community contribution (30%) (unless your school is part of the FNSA and is receiving 100% coverage); and
* report on the financials.

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| **Principal/District Representative Signature**\* | **Date** |

\* Typing your full name above is equivalent to a signed declaration that you fully understand the conditions for funding

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| **Please submit your completed application and Artist CVs by email:** [**aic@artstarts.com**](mailto:aic@artstarts.com)  **before 5pm on Friday, May 31, 2019 with the subject line “SCHOOL NAME-PROJECT TITLE”**  Applications are accepted by email only.  Email subject line should read “SCHOOL NAME-PROJECT TITLE”.  Mailed or faxed applications will not be accepted. |

**You will receive an automated email confirming we have received your application. You will receive a second email once your application has been entered into our database, typically within three weeks of the application deadline. If you do not receive confirmation, please follow up to ensure your application has been received.**

**Applicants will be notified by email of their status within three months of the application deadline. Results will not be released by telephone or in person.**

For more information, please contact **ArtStarts**

Tel: 604-336-0626 | Toll-free: 1-855-292-7826 | Email: aic@artstarts.com