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**APPLICATION FORM**

**Application Deadline: October 18, 2018**

**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.*

**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.

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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):** |  | | |
| **School Representative:**  (if different from applicant) |  | | |
| **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 District:** |  | | |
| **School Phone:** |  | | |
| **Other Schools Involved:** |  | | |
| **Funding Request:**  -up to $3,500 for a small scale project  -up to $10,000 for a large scale project (you must complete the section below for large scale projects) | $ | | |

**SECTION B – PROJECT SUMMARY**

Please note that if your grant application is successful, information from this section will be displayed on the ArtStarts website (artstarts.com).

**Project Title (max 50 characters with spaces)**

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**Artist(s)**

* List all participating BC-based professional artists.
* Include their artistic discipline
* Confirm that they 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.
* 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.
* If they are not on either directory, confirm that you have attached their CV when the application form is submitted by email. (For information on how to write an artist CV, visit <http://www.carcc.ca/en/cvformat> OR contact ArtStarts for our CV transcription service for Indigenous Elders, Knowledge Keepers and other artists with Indigenous art practices.)

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| **Artist Name** | **Discipline** | **Professional Artist? (Y/N)** | **AICD/AOTD link or CV attached?** |
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| **Total Project Budget:** |  |
| **Total Funding Requested:**  (See formula in Section D) |  |
| *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 Sept 2018 and June 2019) |  |
| **Project End Date:**  (must take place between Sept 2018 and June 2019) |  |
| **Participating Grade Levels:** |  |
| **# of Volunteers:** |  |

**Project Description** – summarize your project and state its focus:

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**max 200 words**

**SECTION C – PROJECT INFORMATION**

Before answering these questions, be sure to read the details of the Assessment Criteria and Considering Cultural Context section in the [Grant Application Guidelines](https://artstarts.com/assets/uploads/aic-guidelines-october2018.pdf).

**Project Rationale**

Successful projects happen in context, please share more about the context that this project will take place in and generally answer the question “Why this project in this time, place, and context?”

Please speak to:

* Why the applicant chose this project for this group of students
* The learning outcomes and inquiry question for students
* The process of collaboration and co-creation between the artist and teacher, especially if the art practice involves art from a marginalized or underrepresented community
* How the project will create a culturally-safe environment for all participants
* Any consultation or conversations with subject matter experts for the project including artists, Elders, knowledge keepers, parents, or other experts.

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**max 350 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’ to the left of all that apply):**

Dance

Film/Video

Interdisciplinary

Music

Storytelling

Theatre

Visual Arts

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’ beside all that apply):**

Applied Skills (Business, Home Economics, Technology, etc)

Arts Education (Dance, Drama, Music, Visual Arts, etc)

Career Education

English Language Arts

Francais langue premiere

French Immersion Language Arts

Mathematics P

Physical Education

Sciences (Biology, Chemistry, Earth Sciences, etc)

Languages

Social Studies (BC First Nations Studies, Civic Studies, Geography, History, Law, Social Justice, etc)

Additional Offerings

**Project Scope (10%)**

Give a detailed project description including:

* Clear articulation and focus of the project
* Feasibility of budget 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.)

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**max 350 words**

Describe the role of the artist(s) and the role of the educator(s) in supporting this project. How have you (the artist and the educator) worked together to develop this application?

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**max 250 words**

**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**

Large Scale Grant Recipients are expected to track progress on project goals and activities in a variety of ways. This is an opportunity for you to think about all the reasons why you are doing this project, how the project can help your students, what the artist and teacher working on the project may learn, etc. Please explain your goals behind doing a large scale project and how you will measure, track, and document (ie: blog, videos, photos, reflection exercises etc.) 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. Budgets must only include expenses directly related to the proposed project. Refer to the AIC 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*

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

**Expenses**

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| --- | --- |
| **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 – no more than the total eligible expenses, up to 70% of total expenses listed above (or 100% of eligible expenses for FNSA) | $ |
| 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 2018-2019 school year;
* Submit a final report and at least three images (300dpi quality) within 30 days of project completion and no later than June 28, 2019; 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

**Do you give ArtStarts permission to share the results of this grant application, including jury feedback with all project partners including all artists and school representatives, if they request this information (Yes/No)?**

**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 Thursday October 18th 2018 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. |

**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. The names and locations of successful 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.

**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