

Oklahoma Arts Council Major Grant Support Application Preview

Organization Information:

1. Enter your organization's mission as it appears in your by-laws.
2. Briefly describe your organization, its history and the constituents that it serves.
Enter the number of board members for your organization:
3. Enter your organization's DUNS number.
4. Enter your organization's current year operating budget.

If you are a 501(c)(3) organization whose primary mission is the arts, you will be asked to complete the following information concerning the economic impact of the arts. *This information is critical when reporting to the Oklahoma Legislature.*

1. Based on your organization's most recently completed fiscal year:
2. Enter the amount of sales tax collected and PAID to the state of Oklahoma on the sale of tickets, admissions, gift shop sales, or other goods sold.
3. Enter the number of full time employees.
4. Enter the amount of salary paid including benefits to all of your organization's full time employees.
5. Enter the number of part time employees.
6. Enter the amount of salary including benefits paid to your organization's part time employees.
7. Enter the total number of artists that were directly involved in providing art or artistic services for your organization's most recently completed fiscal year.
8. How many of those artists live in Oklahoma?
9. Enter the total number of volunteers who directly participated in the operations or programming of your organization. (Avoid inflated numbers. Do not count individuals more than once who volunteer for multiple activities.)
10. Enter the average number of hours per volunteer for that year.

Organization Support Material Required:

Label each piece with name of organization. You will need 4 copies of each. Additional support material will be required for EACH project.

1. Cover Sheet: Name of Organization, phone number, email address and primary contact name.
2. Most recent IRS 990 (non-profits only)
3. Board List (non-profits only)
4. Resume of Executive Director (non-profits only) *Organizations with no paid staff must include the resume of the designated program coordinator.*

Assembly of all support material (postmarked no later than February 1):

Mail to: Oklahoma Arts Council, PO Box 52001-2001, Oklahoma City, OK 73152-2001

Supplies:

1. *You will need 4 (four) one-inch 3-ring binders. Please try to limit the amount of your support material to accommodate the one-inch requirement.*
2. *up to 5 separate tabs.*

Order of materials:

Tab 1: Organization Support Materials (labeled with name of organization)

Tab 2: Project specific support materials for first project – (labeled with name of organization, project title, and type of programming, i.e., Community Arts Programming, Arts Learning, or Arts Education in Schools.)

Tab 3 -5: Repeat Tab 2 for additional projects.

Project Information:

Major Grant Support allows up to 5 projects per each application.

You must select ONE of the following descriptions, for EACH project, that best represents the most significant portion of that project. Please contact us if you are unsure which definition best describes your project.

Programming Descriptions:

The definitions for the different types of programming are:

Community Arts Program:

My project can be best described as a community based arts activity such as an exhibition, performance or arts festival. Some types of lectures and workshops may also qualify in this programming component if the attendees primarily participate as audience only.

Arts Learning Program:

My project can be best described as arts learning. The focus of the project actively involves participants in the creative process, which is facilitated by an artist or arts instructor. Participants may be of any age but activities do not take place during the normal school day and are not part of any school curriculum. Examples include: summer arts programs, afterschool arts programs and workshops. Activities are designed to achieve specific related arts learning goals.

Arts Education in Schools:

My project can be best described as arts education that takes place in the normal school setting. The hands-on activities are above and beyond those typically made available by the school and develop students' skills and knowledge in dance, drama, music, visual arts, traditional arts or creative writing. The art education activities in this project are taught by a qualified arts instructor who is not a direct employee of the school site. Activities are designed to achieve specific arts education goals.

The following questions must be answered for each project regardless of programming type.

Project Information Section

1. Enter the title of your project:
2. Enter the total number of youth that will receive direct benefit from this project as audience members or as participants.
3. Enter the total number of adults that will receive direct benefit from this project as audience members or as participants.

4. The beginning date of your project: Your project cannot begin earlier than: 07/01/2009
5. The ending date of your project: Your project cannot end later than: 06/30/2010
6. Summarize the project in 2-3 sentences.
7. Enter the physical address for the location of this project.
8. Enter the specific times for this project. (For example: 2-4 p.m. daily)
9. Enter the name, phone number and /or e-mail address of the project coordinator.

Budget Information:

Expenses:

1. Enter your organization's administrative payroll costs directly associated with this project. (*Only applicable if your organization is a 501(c)(3) Arts organization.*)
2. Enter your organization's artistic payroll costs directly associated with this project. (*Only applicable if your organization is a 501(c)(3) Arts organization.*)
3. Enter your organization's technical personnel payroll costs directly associated with this project. (*Only applicable if your organization is a 501(c)(3) Arts organization.*)
4. Enter outside contracted administrative costs directly associated with this project. (For example: A contracted project coordinator.)
5. Enter outside contracted artistic costs directly associated with this project.
6. Enter outside contracted technical personnel costs directly associated with this project.
7. Enter artistic supplies for this project. (*Not applicable for Community Arts Programs*)
8. Enter facility rental costs for this project.
9. Enter marketing and promotional costs for this project.
10. Enter travel expenses for this project. OAC funds cannot be used to pay for travel outside Oklahoma.
11. Describe and itemize any other expenses. Enter NA if this does not apply.
Enter the total amount of all other expenses listed in your narrative.
12. Describe and itemize in-kind donations of goods and/or services. Enter NA if this does not apply.
13. Enter the total amount of all in-kind donations expenses listed in your narrative.

Project Income:

1. Enter your organization's cash on hand dedicated to this project.
2. Enter income from ticket sales and/or tuition fees.
3. Describe how you calculated the ticket/tuition income above. Enter NA if this does not apply.
4. Enter any city, state, federal or other local government support. Do not include any anticipated grant funds you may receive from this application.
5. Describe the sources of any other income, i.e., foundation, corporate, private donations. Enter NA if this does not apply.
6. Enter the total of any other income for this project listed in your narrative:

The budget will self calculate your requested amount based on the match requirements for the grant category and your project's budgeted expenses and income.

The following questions are specific only to **Community Arts Programming** projects:

Project Description and Artistic Quality Section

Criteria

Description narrative is clear and concise.

Artists' and/or artistic personnel's professional expertise is clearly demonstrated.

1. Describe the project in detail. If applicable, list specific titles of productions or performances. Include a description of community partnerships.
2. List contracted artists for the project including fee and service they will provide.

Note: The application has a built in form that you will use for adding artists. If you are using artists that are not on OAC rosters you will be asked for the artist's email, phone number and website (if applicable).

Project Access and Evaluation Section

Criteria - Access

A clear and inclusive marketing plan is demonstrated through efforts to make the project accessible to under-served and low-income constituents. (Examples of under-served groups: minorities, youth at risk, persons with disabilities, those for whom English is a second language, etc.)

1. Describe your organization's plan to promote and market this project. Please address the following items: a) specific publications or media outlets; b) ticket prices; c) number of reduced price or free tickets, their dollar value and method of distribution.

Criteria - Evaluation

Methods demonstrate a thorough effort to evaluate the effectiveness of the program.

2. You will be asked to select from a list, the type of evaluation method you will use.
3. List two or three sample questions for evaluation methods checked above.

Community Need Section

Criteria – Community Need

Community need is clearly demonstrated in narrative.

1. Number of years this project has taken place.
2. Please explain why it is important for the Oklahoma Arts Council to allocate public funds in support of this project.

Support Material Required:

Label each piece with name of organization and name of project. You will need 4 copies of each.

1. Artist Contract(s) must include fee, date, time and services for each artist contracted
2. Bio(s) of artist(s)

The following questions are specific only to **Arts Learning in Communities'** projects:

Arts Learning in Communities Project Description and Artistic Quality Section

Criteria

Project description is clear.

Instruction focuses on the delivery of discipline specific art concepts, vocabulary and hands-on skills.

Artists' professional expertise is clearly demonstrated in narrative.

Project encourages personal creativity.

1. Describe the project in depth. Discuss the arts activities including arts instruction and hands-on learning.
2. List contracted artists for the project including fee and service they will provide.

Note: The application has a built in form that you will use for adding artists. If you are using artists that are not on OAC rosters you will be asked for the artist's email, phone number and website (if applicable).

Arts Learning in Communities Educational Merit Section

Criteria

Arts learning goals are clearly articulated and are appropriate for age and ability level.

Project demonstrates adequate instruction time to provide for quality instruction.

Goals directly relate to the techniques and methods taught for the artistic discipline.

1. Enter the number of individuals receiving hands-on instruction. This number should only reflect the target population for this project.
2. What are the age ranges of the participants?
3. List the arts learning goals for this project. These goals should include specific artistic techniques and methods the participants will learn. (Example: For a three-week pottery course, students will demonstrate knowledge of coil technique and the ability to create a ceramic vessel.)
4. What is the average number of hours EACH participant will be actively engaged in the hands-on creative process? (Example: The workshop will involve 10 participants and each participant will receive a minimum of 10 hours of hands-on instruction in watercolor technique.)

Arts Learning in Communities Access and Evaluation Methods Section

Access Criteria

Marketing plan is clear and demonstrates efforts to make the project accessible to underserved and low-income constituents. (Examples of underserved groups: minorities, youth at risk, persons with disabilities, those for whom English is a second language, etc.)

Accessibility is demonstrated through reasonable fees/tuition.

Methods of awarding scholarships demonstrate effective efforts to target participants with financial need.

1. Describe your organization's plan to promote and market this project. Please address the following items: a) specific publications or media outlets; b) full tuition prices; c) number of partial scholarships and/or full scholarships, their dollar value(s), and methods of distribution; d) methods of recruitment of underserved populations.

Evaluation Methods Criteria

Participant evaluation provides objective feedback for the participant based on the learning goals listed.

Methods of assessment for participants demonstrate appropriateness according to age, ability, and development and is suitable for the artistic discipline.

2. You will be asked to select the type of evaluation you will use to measure student learning/teacher training.
3. List two or three sample questions for evaluation methods you selected to measure participants' learning.

Community Need Section

Criteria – Community Need

Community need is clearly demonstrated in narrative.

1. Number of years this project has taken place.
2. Please explain why it is important for the Oklahoma Arts Council to allocate public funds in support of this project.

Support Material Required:

Label each piece with name of organization and name of project. You will need 4 copies of each.

1. Contract(s) for artist(s) must include fee, dates and services.
2. Resume or bio for each artists
3. Optional: Letter of Community Support

The following questions are specific only to **Arts Education in Schools**' projects:

Arts Learning in Communities Project Description and Artistic Quality Section

Criteria

Project description is clear.

Instruction focuses on the delivery of discipline specific art concepts, vocabulary and hands-on skills.

Artists' professional expertise is clearly demonstrated in narrative.

Project encourages personal creativity.

1. Describe the project in depth. Discuss the arts activities including arts instruction and hands-on learning.
2. List contracted artists for the project including fee and service they will provide.

Note: The application has a built in form that you will use for adding artists. If you are using artists that are not on OAC rosters you will be asked for the artist's email, phone number and website (if applicable).

Arts Education in Schools Educational Merit Section

Criteria

Arts learning goals are clearly articulated and are appropriate for age and ability level.

Additional merit may be given to projects that involve teacher training.

Project demonstrates adequate instruction time to provide for quality instruction.

1. List the specific school site(s) involved with your project. *You will need to know both the district and county of the school site. This information is critical for reporting to the Legislature. A drop down box of County, District, and Site Name will be on the form.*
2. Enter the number of individuals receiving hands-on instruction. This number should only reflect the target population for this project.
3. Please select the grade levels that will be receiving hands-on instruction. Select all that apply.
4. Enter the number of teachers receiving teacher training in arts education. *(Only applicable if the project involves teacher training.)*
5. List the arts learning goals for this project. These goals should include specific artistic techniques, concepts and methods the participants will learn. (Example: For a three-week pottery course, students will demonstrate knowledge of coil technique and the ability to create a ceramic vessel. Students will implement the concepts of symmetry and balance.)
6. What is the average number of hours EACH participant will be actively engaged in the hands-on creative process? (Example: The workshop or class will involve 10 participants and each participant will receive a minimum of 10 hours of hands-on instruction in watercolor technique.)

Arts Education in Schools Access and Evaluation Methods Section

Access Criteria

Marketing plan is clear and demonstrates efforts to make the project accessible to underserved and low-income constituents. (Examples of

underserved groups: minorities, youth at risk, persons with disabilities, those for whom English is a second language, etc.)

1. Organizations only: Describe your organization's plan to promote and market this project. Please address the following items: a) specific publications or media outlets; b) full tuition prices; c) number of partial scholarships and/or full scholarships, their dollar value(s), and methods of distribution; d) methods of recruitment of underserved populations. OR
School district applicants only: Discuss method of site(s) selection.

Evaluation Methods Criteria

Participant evaluation provides objective feedback for the participant based on the learning goals listed.

Methods of assessment for participants demonstrate appropriateness according to age, ability, and development and is suitable for the artistic discipline.

2. You will be asked to select the type of evaluation you will use to measure student learning/teacher training.
3. List two or three sample questions for evaluation methods you selected to measure participants' learning.

Community Need Section

Criteria – Community Need

Community need is clearly demonstrated in narrative.

1. Number of years this project has taken place.
2. Please explain why it is important for the Oklahoma Arts Council to allocate public funds in support of this project.

Support Material Required:

Label each piece with name of organization and name of project. You will need 4 copies of each.

1. Contract(s) for teaching artist(s)
2. Resume or bio for each artist