



**Allied Arts Council  
Cleveland/Bradley Chamber of Commerce**

**Arts in Education Grant Application**

**Section A—Applicant Information**

Organization's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Organization's Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Project Coordinator \_\_\_\_\_ Title \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Signature of Chief Authorizing Official (President, Principal, etc.) \_\_\_\_\_

Signature of Project Coordinator \_\_\_\_\_

Signature of District Grant Coordinator (Cleveland City Schools only) \_\_\_\_\_

\*Grant Number \_\_\_\_\_

*\*Grant Number to be assigned by Arts in Education Committee to assure anonymity of the applicant in the funding process.*

<p><b>FOR OFFICE USE ONLY:</b></p> <p>Title of Project: _____</p> <p>Funds Requested: _____ Evaluation of Last Project Submitted: ___ Yes ___ No</p>
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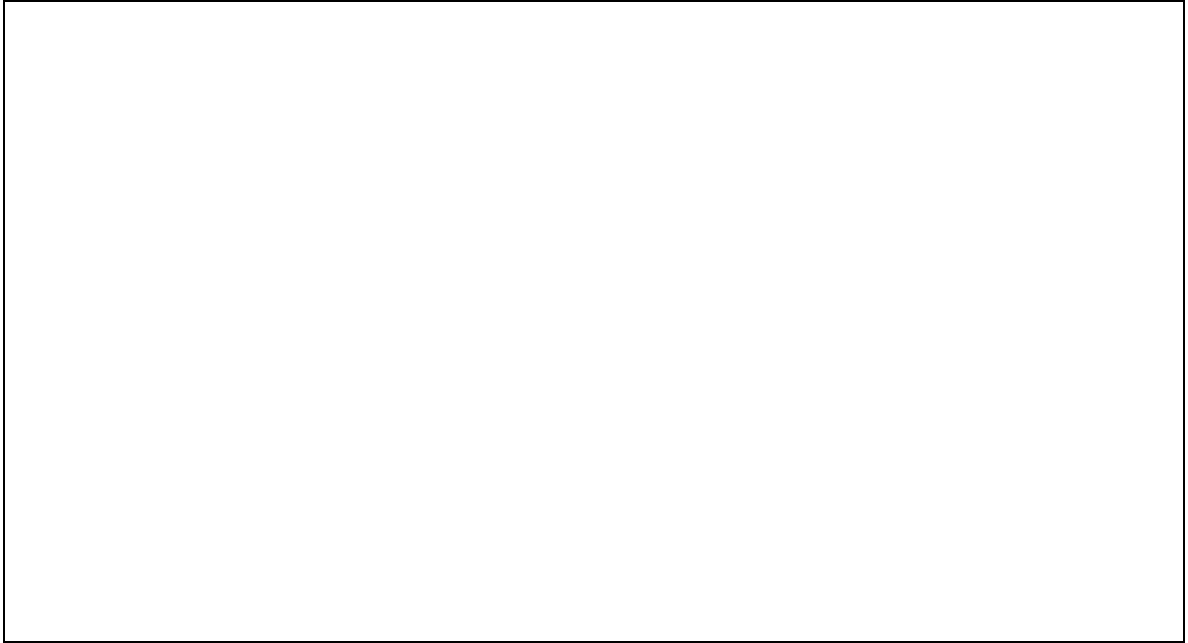
## Section B—Request Profile

1. Activity, project, or program title: \_\_\_\_\_
2. Date(s) of activity: Beginning (No sooner than **Oct. 17**): \_\_\_\_\_  
Ending (No later than May 13) \_\_\_\_\_
3. Estimated total number of individuals benefiting from activity (including observers, instructors, etc.)  
\_\_\_\_\_
4. Number of artists participating (not including students) \_\_\_\_\_
5. Funds requested in this application \_\_\_\_\_

## Section C—Participants and Personnel

1. What is your organization or institution?  
 Elementary                       Arts Organization to Benefit K-12 Students  
 Middle School                       Other \_\_\_\_\_  
 Secondary School
2. Number of individuals to be instructed \_\_\_\_\_  
Number of individuals involved in more than one session with artist(s): \_\_\_\_\_
3. Please outline the schedule of activities with as much detail as possible for this project, such as the daily and/or weekly schedules for artists and students.

4. **Please list all artists. Include their addresses, phone numbers, email addresses and any other appropriate contact information.** Also include no more than three or four sentences briefly describing their experiences and qualifications relative to the project's goals and objectives.



5. Briefly list your organization's efforts in *advocating for the arts* on the local level. **Such efforts include selling Tennessee state license plates; membership in Tennesseans for the Arts; contributing to Chair-ries Jubilee; personally contacting local, regional and/or state elected officials to invite them to attend your activity; and encouraging support for the arts.**



**Section D—Project Description**

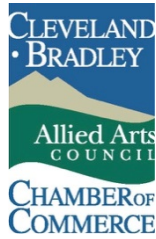
Please provide a description of the proposed project. This narrative should include the need for the project, objectives of the project, how the project will be implemented, whom the project will serve and how the project will be evaluated. Please limit description to the space below in type no smaller than *11 points Times New Roman or 10 points Arial*. **Also include how the source of funding (Allied Arts Council of the Cleveland/Bradley Chamber of Commerce) will be communicated to participants/audiences; e.g., listed in programs, correspondence, publicity.**

## Section E—Budget

1. Requested Funds (Round to nearest whole number)	Amount
Artists (Names):	_____
_____	
_____	
_____	
Travel (Cost per mile, lodging, etc.):	_____
_____	
_____	
_____	
2. Operating Expenses	
Materials and Supplies (Itemize):	_____
_____	
_____	
_____	
_____	
3. Other	_____
_____	
_____	
4. Total Funds Requested	\$ _____
5. Itemized In-kind Contributions* and Capital Expenditures** (Round to nearest whole number)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

\*Estimated cost of project coordinator to conduct project, on-hand materials, etc.

\*\*The expenditures for equipment and the like are not funded through this grant; however, the purchase of equipment necessary to implement the proposed project is an indication that the applicant has other support for the planned activities.



## Allied Arts Council Cleveland/Bradley Chamber of Commerce

# Arts in Education Grant Application Guidelines

### Description

Arts In Education (AIE) provides funds for a variety of quality arts projects for students in kindergarten through grade 12 in Cleveland City and Bradley County School Systems and private schools that are members of the Cleveland/Bradley Chamber of Commerce.

Maximum amount awarded for a single application is \$500-\$1,000. Each application must contain a clear, single-project focus.

### Application Deadlines

**The deadline for submitting an application is the last Wednesday in September.** The application must be delivered to the Cleveland/Bradley Chamber of Commerce at 225 Keith Street NW by the end of the business day at 5 p.m. Direct questions to the chair of the AIE Committee, Dr. Christine Williams, at 423-614-8227. Notification of status of grants will be no later than **Oct. 17**.

### What to Submit

Requests for grants must be submitted on an AIE grant application form, which can be accessed on the Chamber of Commerce website, [www.clevelandchamber.com](http://www.clevelandchamber.com), or via a link on the Bradley County Schools ([www.bradleyschools.org](http://www.bradleyschools.org)) or Cleveland City Schools ([www.clevelandschools.org](http://www.clevelandschools.org)) websites. Complete Sections A, B, C, D and E and submit the original and 15 copies.

### Grants Review Process and Evaluation Criteria

In an effort to assure fairness, members of the AIE Committee will review and evaluate all applications anonymously; therefore, do NOT include the name of your organization, the name of the project coordinator or any other identifiable information within the body of the application.

Reviewers will rate each application on the following evaluation criteria for a possible 100 points:

#### Artistic Merit

- \_\_\_ Quality of artists involved in project. (15 points)
- \_\_\_ Project supports quality arts experiences for students, as opposed to crafts, kits and the like. (10 points)

#### Audiences and Services

- \_\_\_ Benefit of project to audience/participants. (10 points)
- \_\_\_ Involvement of traditionally under-served populations as appropriate to the project. (5 points)
- \_\_\_ Appropriateness of grant for adult participation, such as parents, PTO, etc. (10)

### **Planning and Implementation**

- \_\_\_\_\_ Quality and clarity of project plans. (10 points)
- \_\_\_\_\_ Ability to carry out project as evidenced by adequate planning and realistic outcomes. (10 points)
- \_\_\_\_\_ Evidence of realistic practices employed in developing budget. (10 points)

### **Arts Advocacy**

- \_\_\_\_\_ Evidence of the organization's commitment to arts advocacy on the local, regional; and/or state levels. (5)

### **Application Presentation**

- \_\_\_\_\_ Organization's application is well planned, complete in all areas, correct in all information provided, and does not include identifiable information. (15 points)
- \_\_\_\_\_ **Evidence that the source of funding (*Allied Arts Council of the Cleveland/Bradley Chamber of Commerce*) is identified in publicity, programs and other communications efforts.** This may affect future grants.

### **Appropriate Activities**

The following are examples of single-project focus activities and expenditures that are consistent with the funding of these projects:

1. Projects that involve and promote Tennessee as well as local artists
2. Visiting artist working with a target group
3. Public performances and productions
4. Residencies for artistic activities
5. Touring projects that bring professional performers to schools
6. Increase program accessibility for special constituencies. For example, children, people living in isolated settings, people with disabilities, people of color, senior citizens and the like.
7. Art in public places
8. Extensions of literary projects, journals with continuing publications or anthologies.

The following are examples of activities and expenditures NOT fundable through AIE:

1. Janitorial services and general physical plant maintenance
2. Food and hospitality
3. Permanent equipment purchases
4. New periodicals, books, etc.
5. Out-of-state travel
6. Cash awards
7. Capital improvements
8. Purchase of tickets to performances.

## Final Reports

**All grantees MUST submit the final report no later than May 31.** The final report will include an evaluation form that will be mailed at a later date and documentation of the expenditure of AIE funds (copies of receipts, cancelled checks, invoices), as well as copies of each identification of the source of funding (programs, publication, etc.)

## Reminders

If you have had a project funded in the past and have NOT submitted the final reports, your current application will NOT be considered.

- ✓ **Do NOT include the name of your organization, the name of the project coordinator, or other identifiable information in the body of the application.**
- ✓ Be SURE that an original and 15 copies of the application are submitted **NO LATER THAN THE DEADLINE, which is the last Wednesday in September.**
- ✓ Be sure to prepare the entire project on the official AIE form with type no smaller than 11 points Times New Roman or 10 points Arial. Handwritten projects will NOT be considered for funding.
- ✓ Be sure to include evidence that you have identified the source of funding (*Allied Arts Council of the Cleveland/Bradley Chamber of Commerce*) in publicity, programs and other communications efforts.





**Allied Arts Council  
Cleveland/Bradley Chamber of Commerce**

**Arts in Education Grant Review**

Grant Number \_\_\_\_\_

**Directions**

The following is a list of the evaluation criteria for projects submitted to AIE for funding. As you evaluate an application, place the number of points on the line in front of each of the following criteria:

**Artistic Merit**

- \_\_\_\_\_ Quality of artists involved in project. (15 points)
- \_\_\_\_\_ Project supports quality arts experiences for students, as opposed to crafts, kits and the like. (10 points)

**Audiences and Services**

- \_\_\_\_\_ Benefit of project to audience/participants. (10 points)
- \_\_\_\_\_ Involvement of traditionally under-served populations as appropriate to the project. (10 points)
- \_\_\_\_\_ Appropriateness of grant for adult participation, such as parents, PTO, etc. (5 points)

**Planning and Implementation**

- \_\_\_\_\_ Quality and clarity of project plans. (10 points)
- \_\_\_\_\_ Ability to carry out project as evidenced by adequate planning and realistic outcomes. (10 points)
- \_\_\_\_\_ Evidence of realistic practices employed in developing budget. (10 points)

**Arts Advocacy**

- \_\_\_\_\_ Evidence of the organization's commitment to arts advocacy on the local, regional and/or state levels. (5 points)

**Application Presentation**

- \_\_\_\_\_ Organization's application is well planned, complete in all areas, correct in all information provided, and does not include identifiable information. (15 points)
- \_\_\_\_\_ **Evidence of identification of the source of funding (*Allied Arts Council of the Cleveland/Bradley Chamber of Commerce*) in publicity, programs and other communications efforts.**

Total Points: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Allied Arts Council  
Cleveland/Bradley Chamber of Commerce**

**Arts in Education Grant Evaluation**

1. Project title \_\_\_\_\_
2. Name of school \_\_\_\_\_
3. Name of project director \_\_\_\_\_
4. Date(s) of project \_\_\_\_\_
5. Actual number of individuals benefiting \_\_\_\_\_
6. Actual number of artists participating \_\_\_\_\_
7. Grant amount awarded \_\_\_\_\_ Grant amount spent \_\_\_\_\_

8. Give a short summary of your project and how Allied Arts Council funds were expended. Include receipts, cancelled checks or invoices to document expenses.

9. How did the project address educational objectives?

10. How was your project evaluated?

Was there a written evaluation by students and/or teachers?

\_\_\_\_\_

11. How would you rate your project with 1 being lowest and 5 being highest?

1      2      3      4      5

**12. Did you remember to identify the source of funding in your programs, publicity and other communications efforts? Please include a copy of each identification with this evaluation. Remember, you cannot receive future funding unless you return this evaluation.**

Please return this form to the Cleveland/Bradley Chamber of Commerce, PO Box 2275, Cleveland TN 37320-2275, **no later than May 31**. Remember, you cannot receive **funding** unless you return this **form**.