

## **Artists and Education Project Grant - Sample Application Package**

Always refer to the program Guidelines to determine the information you must include. This tip sheet is provided as a suggested format and length of your application.

### **Include the AFA Forms Provided**

This includes the Application Form, the Applicant Agreement, and the Checklist.

### **Project Summary (one paragraph)**

This is a summary: be clear and complete. Include dates.

### **Summary of School Situation (about two paragraphs)**

Is your school rural or urban? How many students does it serve? Any special needs?

### **Planned Activities (about two pages)**

Include scheduling, required resources and participation of staff and students. Will you be including any teacher in-services? Will you involve the community?

### **Project Objectives, Benefits, and Results (about one page)**

What outcomes do you expect for your students, staff or parents? Outline why this particular project has been chosen for your school.

### **Curriculum Connections (about one page)**

Show how what you are doing relates to Alberta curriculum. Don't forget non-fine-arts subjects, e.g. Social Studies, Language Arts, or Physical Education.

### **Contract or Letter of Agreement**

Include a copy of the legal arrangement you have entered into with the artist or company to deliver this project. The fee must be clearly stated, and it must be signed and dated by a school and artist representative with legal signing authority.

**Budget**

Include the completed Budget Template and attach budget notes as needed. Expenses and revenue must balance. Remember to submit a separate budget for each program, if applying for two in the same application.

**Artist Resume (about two pages as supplied by artist)**

Include the resume or company history supplied by your artist. It should show the artist's professional status and experience in educational projects such as you are proposing.