



# application

2006 - 2007 ARTIST-IN-THE-CLASSROOM

READ THE INSTRUCTIONS BELOW and the grant guidelines carefully before filling out your application.

- Answer all questions in the space provided on the form; incomplete information may invalidate your application.
- Do not extend to supplemental pages unless specified; please, no special binders or folders.
- Double check your addition on budget pages to make sure it is correct.
- Sign and date the Legal Assurances form.
- Make a copy of the application for your records.

Funding Requested: \$1,000  
 Applicant/Elementary School:  
 Mailing Address (Street)  
 City, State, Zip:  
 Contact Person/Teacher:  
 Daytime Phone:  
 Fax Number:  
 Alternate Contact/Teacher:  
 Daytime Phone:  
 School Principal:  
 Daytime Phone:

Identify the City Council District in which your school is located: District 1  District 2  District 3  District 4  District 5  District 6  District 7   
 For City Council district information, contact the Salt Lake City Council Office at 535-7600.

## PROJECT NARRATIVE

1. Name of Artist\* \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_  
 Indicate the disciplines in which this artist works: (check all that apply)  Dance  Theatre  Music  Crafts  
 Design/Architecture  Creative Writing  Visual Arts  Photography  Folk Arts / Folklore  Film / Video  
 Other (describe): \_\_\_\_\_

*\*PLEASE INCLUDE THE RÉSUMÉ OF THE PARTICIPATING ARTIST WITH THIS APPLICATION.*

2. List the name and position of the team members who will work with the artist(s) listed above (e.g. teacher, parents, principal, etc.)

3. Describe the demographic profile of participating students.

4. Please describe your team approach to this artist's residency. How will partnerships be developed between classroom teachers and the artist? How will they work together? How will they teach cooperatively during the residency?

5. a) Length of residency: \_\_\_\_\_ b) Specific dates: \_\_\_\_\_  
c) Number of sessions  daily  weekly  other \_\_\_\_\_  
d) Number of participating students \_\_\_\_\_ e) Grade level(s) \_\_\_\_\_
6. Describe the residency. INCLUDE:
- a) Specific activities that will occur during the residency (in the classroom, with other students, community activities, in-service activities, etc.).
  - b) Culminating event or final product (exhibit, performance, etc.) if applicable.
  - c) A brief description of the facilities available to the artist while in residence.

7. What are your goals for this residency and how will you measure its success?

8. How will this residency be tied to the Utah State Core Curriculum?

9. What plans have you made to prepare students before the residency and for follow-up with the students after the residency?

PROJECT BUDGET

Salt Lake City Arts Council Artist-In-the-Classroom grants do not require matching funds from the school. If you have additional funds available to extend the residency experience, please include below. The City Arts Council understands the difficulty in finding matching funds and will not discriminate against applicants who project no additional funds.

PROJECT INCOME

**Salt Lake City Arts Council Grant**

\$ 1,000

Other funds: 1) School operating funds: \$ \_\_\_\_\_

2) Private funds (source & amount):

\_\_\_\_\_ \$ \_\_\_\_\_

3) Earned income (fundraising projects, etc.):

\_\_\_\_\_ \$ \_\_\_\_\_

4) Other: \_\_\_\_\_ \$ \_\_\_\_\_

Total of items 1) through 4): \$ \_\_\_\_\_

Total Project Income (must equal Total Project Expenses below): \$ \_\_\_\_\_

PROJECT EXPENSES

Artist(s) fees (rate per hour X number of hours): \$ \_\_\_\_\_/hour X \_\_\_\_\_ hours \$ \_\_\_\_\_

Supplies & materials: \_\_\_\_\_ \$ \_\_\_\_\_

Other expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total Project Expenses (must equal Total Project Income above): \$ \_\_\_\_\_

GENERAL INFORMATION

1. Does your school improvement plan have support for arts education?  Yes  No If so, how does this project fit into the plan?

2. What other types of arts education activities do you provide your students?  Artists' residencies  Field trips  Assembly performances  Volunteer instructors  Other (describe): \_\_\_\_\_

3. What resources do you use for arts education activities?  Utah State Office of Education  Utah Arts Council  University programs (either through Education or Fine Arts Departments)   
 Teacher training  Artist-in-Residence   
 Ethnic Artists Bank  Arts Education Project   
 Performances by arts organizations  Teacher Incentive Grant   
 Local arts organizations (dance companies, theatre groups, etc.; describe): \_\_\_\_\_   
 Other (describe): \_\_\_\_\_

---

## LEGAL ASSURANCE FOR ARTIST-IN-THE-CLASSROOM GRANTS

In the event a grant is awarded as a result of this application, the following terms and conditions shall be complied with as signified by the applicants' signatures. This application shall become part of the legally binding contract between the applicant and the Salt Lake City Arts Council.

1. The grant cannot be assigned to a different project or transferred without prior written approval of the Salt Lake City Arts Council. Grantee must present major changes in original proposal in writing to the Salt Lake City Arts Council for approval.
2. The grantee shall submit to the Salt Lake City Arts Council the Summary of Standards within 30 days after receipt of notification, and within 30 days after project completion, the Evaluation Report. Payment will be made approximately two weeks after receipt of form. In cases where documents are not submitted in a timely manner, the Salt Lake City Arts Council may, without notice, withhold or cancel grant funds. This includes both the Summary of Standards Form and Evaluation Report.
3. Grantee must maintain records and other evidence pertaining to costs incurred and revenues acquired during the contract project for the project herein.
4. Credit must be given to the Salt Lake City Arts Council in brochures, news releases, programs, publications and other printed materials. Copies of such printed materials must accompany the evaluation report. When no printed information is used, verbal credit shall be given at each performance or presentation.
5. The grantee agrees to indemnify and hold harmless the Salt Lake City Corporation, the Salt Lake City Arts Council, staff and employees from any and all claims or actual injury, damage or loss to a person, or real or personal property that results from or is in any way connected to the use of Salt Lake City Arts Council grant monies.
6. The undersigned representative has been authorized to submit this application for and on behalf of said applicant, and otherwise to act as the authorized representative in connection with this application.
7. The grant award is contingent upon the availability of funds to the Salt Lake City Arts Council.
8. No portion of an Artist-in-the-Classroom grant can be assigned to indirect costs of the school.

---

SIGNATURES (Signatures of two individuals required.)

Date of Application: \_\_\_\_\_

I / We have read and understand the guidelines, criteria and legal assurances established by the Salt Lake City Arts Council grants program. If a grant is awarded, and the grantee does not comply with these stated policies, the Salt Lake City Arts Council reserves the right to withhold funding.

Teacher / Contact: X \_\_\_\_\_ Print Name: \_\_\_\_\_

School Principal : X \_\_\_\_\_ Print Name: \_\_\_\_\_

---

## CHECKLIST

- Does the budget balance? Does your TOTAL CASH INCOME equal your TOTAL CASH EXPENSES? Did you check your addition to make sure it's correct?
- Has your application been signed by two people? Did you respond to all of the questions? Do not simply leave a question blank. If it does not apply to your organization, please indicate "Not Applicable," or if you're uncertain as to how to respond, contact the Grants Officer.
- Have you included the participating artist's résumé?

**Completed application must be received in the City Arts Council offices no later than Friday, April 28, 2006.**

**Mail to: Grants Officer, Salt Lake City Arts Council, 54 Finch Lane, Salt Lake City, UT 84102**

**Applicants will be notified in September 2006.**