

2024 Grant Request Application - Under \$500

Before proceeding, please read the grant guidelines at <https://burbankartsanded.org/grants> and prepare your documents and signature page. If you have any questions or need help completing the application, please feel free to contact the Foundation office at 818.729.5593. We're here to help.

Please note: You can keep this application form open in a tab, but once you close the tab, it is not saved. To view a copy of the full application for planning purposes, please **CLICK HERE**.

Burbank Arts & Education Foundation provides supplemental funding to the Burbank Unified School District (BUSD). The grant request deadline is September 15, 2023 by 4:30pm. Applicants will be notified of the outcome of their request within 45 days of the application deadline.

Applications that reflect diversity, equity, and inclusion are encouraged.

* Indicates required question

1. Email *

2. **Project Title** *

(Please Note: Burbank Arts & Education Foundation uses Project Titles for publicity purposes to inform the public of the Foundation's work.)

APPLICANT INFORMATION

Before proceeding, please read the grant guidelines at <https://burbankartsanded.org/grants> and prepare your documents and signature page.

3. **Full Name**

4. **Title/Position**

5. **Applicant Email Address**

6. **School Site Contact Email Address**

7. **Daytime Phone**

8. **School Name(s)**

9. **School Mailing Address**

10. **This Grant Application Request Is For:**

(Check all that apply)

Check all that apply.

- Arts Education
- STEM Program
- Student Safety & Wellness
- Seed Funding to Pilot a New Program (Note: Funding for new programs requires BUSD Fundraising Committee approval)
- Professional Development for Teachers
- Facility Upgrades (Note: Funding for facility upgrades requires BUSD Facilities approval)
- Arts Integration (in subjects like English, Math, etc.)
- Humanities
- DEIA (Diversity, Equity, Inclusion and Access)
- Other: _____

11. **Number of Students Impacted This Year**

12. **Number of Students Impacted in Years to Come**

13. **Grade Level(s)**

14. **Course or Subject Area Impacted**

15. Amount Requested from Burbank Arts & Education Foundation

16. Total Project Budget

The entire expense of the project.

PROJECT/PROGRAM DESCRIPTION

17. Please Describe Your Program/Project:

18. Objective: How Will Students/Teacher/Group Benefit From The Use of These Funds?

19. **Based On Your Objective, What is the Immediate Impact and the Long-Term Impact on Students and/or Teachers That You Hope to Obtain Through This Project/Program?**

20. **When Will the Funds Be Used and What is the Lifespan of Any Supplies/Materials That Are Purchased?**

OTHER FUNDING SOURCES

21. **Can your project use partial funding?**

If so, what amount would be useful and how would you use it?

22. Have you identified or secured matching funds from other sources for this project?

Please be specific and include additional funding sources in your budget, as well as letters of commitment and/or approved meeting minutes from other funding partners (i.e. PTA, Fundraising Committees, Independent Boosters, Principal, outside funder, etc.)

23. Did Your Program/School Receive Prop 28 Funds? If so, how were they used?

PROJECT BUDGET

Budgets are a key component when it comes to determining funding. Please provide as much detail as possible when preparing your budget, including:

- Please see the Budget Template [HERE](#)
- All confirmed and requested income for your project/program (such as potential grant funds from the Foundation and other funders, ticket sales, site funds, PTA, Fundraising Committees, Independent Boosters, Principal, etc.)
- All estimated and actual expenses associated with the project/program (such as artist or production fees, workshops/classroom visits, teacher training time, follow-up and evaluation, supplies/equipment, etc.)
- All bids or proposals from project partners, including teaching artists, organizations, equipment bids, etc. (please attach, if applicable)
- If you are purchasing items, please place them in an online cart so we can view the items, tax, shipping and purchase total. Upload the screenshot. **If you are unable to provide an itemized list of expenditures, then you will be required to provide the Foundation with receipts for purchases made.**

Please note that the Foundation does NOT fund:

- Transportation Costs
- Extra-curricular programs that do not fall during class time and the curricular school day (i.e. after school programs)

If you would like a fillable sample budget worksheet to build a budget of estimated expenses of both confirmed and requested income sources for your project OR to see a completed budget, please visit our website at www.burbankartsanded.org/grants

Please feel free to contact the Foundation at 818-729-5593 or grants@burbankartsanded.org with any questions or to have your budget reviewed prior to submission.

Before submitting your budget, please check the following:

- ALL funding sources are included (both confirmed and pending)
- Letters of commitment and/or approved meeting minutes from other funding partners are attached
- Any bid(s) or proposal(s) from project partners are attached
- Please review your calculations

PAYMENT OF FUNDS

Grant checks will ONLY be made payable to either your school site or Burbank Unified School District. Checks cannot be made payable to individual teachers, parents, artists, partner organizations, or PTA or Booster units.

Grant check will be mailed directly to your school site.

24. If Funded, Please Indicate to Whom the Grant Check Should Be Made Payable (select one):

Mark only one oval.

- My School Site
- Burbank Unified School District

25. If You Selected "My School Site", Please Write Your School Site Below.

26. REQUIRED: Check Memo Line. *
Please include the BUSD account string number to ensure proper distribution of funds:

(If you need help identifying your string number, please contact Budget and Accounting Supervisor, Carin Wantland, Carinwantland@burbankusd.org)

BAEF ACKNOWLEDGEMENT REQUESTS

If funded, we ask that you acknowledge Burbank Arts & Education Foundation as much as possible in the following ways:

- In any related printed materials (i.e. newsletters, website pages, eBlasts, promotional flyers, invitations, electronic announcements) please display the Foundation's logo, mission statement and URL: (www.BurbankArtsandEd.org) along with the following acknowledgment:

"This project was made possible with funding from the Burbank Arts & Education Foundation."

- Use BAEF's logo, mission statement and URL: www.BurbankArtsandEd.org when posting/displaying student artwork
- Notify the audience at performances/activities of BAEF's role in the project
- Photographs and/or videos of students engaged in the process or images of final works/projects and related media release form(s), available for download [HERE](#)

PLEASE NOTE: BAEF needs permission and authorization for submitted media for publicity purposes to increase fundraising activities and inform the public of the Foundation's work.

******These acknowledgements inspire our donors to support BAEF so that we can give more.***

If notified in advance and if possible, we'd be happy to attend or support your performance or exhibition!

27. Please Check That You Have Read and Agree to the "BAEF Acknowledgment Requests" *

Check all that apply.

- Yes, I have read and agree to the Foundation's Acknowledgment Requests

28. Please Check Here to Confirm That: *If Funded, I Have One Year to Complete This Project/Program.* *

Check all that apply.

- Yes, I understand and agree

Classroom/Project Visitation

29. **If Your Grant is Funded, Can BAEF Visit the Classroom To Take Photos/Videos For Marketing Purposes?**

Mark only one oval.

Yes

No

30. **If Yes, Who Do We Contact For This?**

SUPPORT DOCUMENTS

31. **Bid of Potential Expenses For Products or Supplies**

*****A Screen Shot of Your Shopping Cart That Includes Shipping and Tax Will Suffice***

Files submitted:

32. **Budget of Expenses and Income for Project, Including Income From Other Funding Partners**

Files submitted:

33. If Applicable, Please Upload/Include Any of the Following:

- * Background Information*
- * A Statement of Support*
- * Contract/Bid OR Letter of Agreement from the Teaching Artist or Organization With Your Application if You Are Requesting Funds to Employ Services of a Specific Nonprofit Arts Organization or Teaching Artist*

Files submitted:

34. If Applicable, Letters of Support From Other Funding Partners

Files submitted:

35. If Applicable:

- * Approved Meeting Minutes Acknowledging Matching Funds From Other Funders*
- * Ticket Sales*
- * Site Funds,*
- * PTA*
- * Fundraising Committees*
- * Independent Boosters*
- * Principal*
- * PTA/Booster Funds*
- * Outside Funder, etc.*

Files submitted:

SIGNATURES

Applications without proper signatures will NOT be processed. All signatures must be original. If an original signature is not possible, please upload an email or written explanation and approval from the required signatory. You will find a printable Signature Page Form [HERE](#) or at www.burbankartsanded.org/grants

Please download and have the page signed by the designated approvals and upload the Completed Signature Form as a pdf or image.

36. **Signature Page** *

Files submitted:

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