

**BURBANK ARTS FOR ALL FOUNDATION  
GRANT REQUEST APPLICATION**



To provide equal access, the Foundation has provided the application in a word format and a fillable pdf format. Please use either format to submit your application.

Grant request deadlines are **March 15 AND September 15**. Applicants will be notified of the outcome of their request within 30 days of the relevant deadline. Please read the Fund Request Guidelines prior to completing and submitting this form.

**Project Title:** \_\_\_\_\_

**Requester's Information**

Full Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

School Name(s): \_\_\_\_\_

Art Discipline: \_\_\_\_\_

**Project Description**

Objective:

\_\_\_\_\_  
\_\_\_\_\_

Activities required to meet objective (please bullet point):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# of Students Impacted	Grade Level(s)	Course or subject area impacted	Amount Requested

Focus Area(s) for the Project: (check all that apply)

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Professional Development  | <input type="checkbox"/> Art         |
| <input type="checkbox"/> VAPA Standards Curriculum | <input type="checkbox"/> Music       |
| <input type="checkbox"/> Dance                     | <input type="checkbox"/> Media Arts  |
| <input type="checkbox"/> Theatre                   | <input type="checkbox"/> Other _____ |

Which area(s) of the BUSD Arts for All Plan will this project address? Plan found at:

<http://www.burbank.k12.ca.us/index.aspx?page=88>

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Describe the Professional Development component, if any:

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### **Project Assessment**

What is your project's student outcome? How will students benefit from the project? What will students have created as a result of your objective?

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How will you **assess** and **evaluate** the project outcome and impact on students? Please consider the following tools: a) observational, b) knowledge of learned skill or c) feedback pre and post project implementation.

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How will you evaluate the impact of your project?

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How will you know you've been successful?

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### **Budget**

Please attach a detailed project budget. For your use, we have provided a sample budget below to use as an example. Categories might include: performances (artist fees and production fees if applicable); workshops/classroom visits; teacher orientation/teacher training time; follow-up and evaluation; supplies; equipment; transportation; other costs.

### **Payment of Funds**

If funded, to whom should the check be made payable? (e.g. school site, BUSD, PTA, Booster). Please indicate the legal full name of the payable party.

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## Other Funding Sources

Have you identified, or secured, matching funds for this project? If so, please elaborate and include additional funding in your budget.

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Will this project continue if you were to receive partial funding from the Burbank Arts for All Foundation?

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## BAFA Acknowledgement

If funded, you are required to acknowledge Burbank Arts For All Foundation in the following ways. **Check** and **initial** which format will apply to your project.

**Visual Arts** \_\_\_\_\_

- State in related printed materials, newsletter, websites, eBlasts, promotional pages, invitations and electronic announcements, "This project was made possible with funding from the Burbank Arts For All Foundation," and include the Foundation's logo and mission statement
- Use the Foundation's *visual art project cards* to accompany student artwork sent home, or use the Foundation's logo when posting/displaying student artwork

**Performing Arts** \_\_\_\_\_

- State in related printed materials, newsletter, websites, eBlasts, promotional pages, invitations and electronic announcements, "This project was made possible with funding from the Burbank Arts For All Foundation," and include the Foundation's logo and mission statement
- Notify the audience at performances/activities of the Foundation's role in the project

## Project Nonprofit Partner (optional)

If a nonprofit arts organization has been identified to deliver project services, please list organization/artist name(s) and contact information.

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## Application Checklist:

Include a copy of this application along with:

- Letter of Support, contract or bid from teaching artist or other arts organization if applicable
- BID of potential expenses for product or supplies
- Budget of Expenses and Income for project, include income for other funding partners

## Evaluation Acknowledgement

**I understand that if funded I will be required to submit the following evaluation materials within 60 days of the project's completion.** \_\_\_\_\_ (initial)

- Completed FINAL REPORT (provided)
- Letter of Impact to the Foundation acknowledging the grant award and its impact at your school

- Photographs of students engaged in the art-making process or images of final works/projects and related photo release form (provided)
- Related program materials (i.e. newsletters, website pages, eBlasts, promotional flyers, invitations, electronic announcements) displaying the Foundation’s logo and mission statement, along with the following acknowledgment: “This project was made possible with funding from the Burbank Arts For All Foundation.”

Please note: Evaluation materials contain a request to provide permission and authorization to the Burbank Arts For All Foundation to utilize written components of the evaluation form, Letter of Appreciation and/or submitted photographs for publicity purposes to increase fundraising activities and inform the public of the Foundation’s work.

**Submission**

**PLEASE NOTE: SUBMISSION EMAIL, FAX NUMBER AND PHYSICAL ADDRESS HAVE CHANGED. TO ENSURE PROPER DELIVERY, USE THE UPDATED INFORMATION PROVIDED BELOW.**

Application should be submitted via one of the following formats:

- Email: [Funding@BurbankArtsForAll.org](mailto:Funding@BurbankArtsForAll.org)
- Fax: **(818) 276-8474**
- Standard mail: **348 E. Olive Ave. Suite D Burbank, CA 91502** Mailed applications should be received by the Foundation on, or before, the due date. Applications postmarked on, or after, the due date will not be considered.

**The Foundation strongly recommends submitting applications via email or fax.**

**Confirmation or Receipt of Application**

All applicants are responsible for ensuring that [funding@burbankartsforall.org](mailto:funding@burbankartsforall.org) is not “spam” according to your web or email server.

*Email submissions:* If you do not receive an auto-reply email from [Funding@BurbankArtsForAll.org](mailto:Funding@BurbankArtsForAll.org) confirming the receipt of your application, it means your application **has not been received**. Please contact the Foundation directly to ensure receipt of your application or submit it via an alternative format.

*Fax submissions:* If you do not receive an email confirmation from the Foundation’s Operations Coordinator within 36 hours of submission contact her/him directly by telephone at 818-736-5269.

*US Mail submissions:* If you do not receive an email confirmation from the Foundation’s Operations Coordinator within 5 business working days contact her/him directly by telephone at 818-736-5269.

Applicant Name: \_\_\_\_\_

School Principal sig: \_\_\_\_\_

Submission Date: \_\_\_\_\_

BUSD Arts Coord. sig\*: \_\_\_\_\_

*\*(for District-wide or multi-site projects)*

**Sample Budget**

Create a Budget of your estimated expenses and income sources for your project. Income categories show where your funding will come from. This includes the Foundation and other funders, ticket sales, PTA/Booster, etc. Expense categories might include: performances (artist fees and production fees if applicable); workshops/classroom visits; teacher orientation/teacher training time; follow-up and evaluation; supplies; equipment; transportation; other costs.

Below is a sample budget from a previous grantee to help you build your budget for your project. Feel free to expand or shrink the table to adapt to your project's needs.

**SAMPLE BUDGET:**

**Elementary School and MCED Workshop Series**

**EXPENSES:**

MCED Workshop Series:

Teacher and Artist Partnership: One artist in residence will each work with two grade levels. Each teacher in each classroom (32 classes) will receive six 45 minute workshop visits from their artist in residence. Students and teachers will participate in each workshop.

**INCOME SOURCES:**

Funding for the MCED Workshop project will be provided by the Booster Association, PTA and Burbank Arts for All Foundation:

CATEGORY				BUDGETED \$\$ AMOUNT
<b>INCOME</b>	<b>DONATION</b>			
BAFA Foundation Grant Revenue	\$2,000			\$2,000.00
Booster Association Donation	\$10,000			\$10,000.00
PTA Donation	\$2,400			\$2,400.00
Ticket Sales				\$0.00
Other Income				\$0.00
<b>TOTAL INCOME</b>				<b>\$14,400.00</b>
<b>EXPENSES</b>	<b>COST</b>	<b>NUMBER</b>	<b>UNITS</b>	
Teaching Artist Fee (MCED)	\$75	6 workshops	32 classrooms	\$14,400.00
Art Supplies (art materials, etc)				\$0.00
Technical Costs (lights, sound, etc)				\$0.00
Other				\$0.00
<b>TOTAL EXPENSES</b>				<b>\$14,400.00</b>
<b>TOTAL INCOME MINUS TOTAL EXPENSES</b>				<b>\$0.00</b>