



Burbank Arts for All Foundation Grant Request Guidelines 2012

Background

The Burbank Arts for All Foundation's mission is to ensure every student in Burbank public schools has access to quality visual and performing arts education as part of their core curriculum. Guided by this purpose, the Foundation was built by a communitywide alliance of business leaders, municipal partners, educators, parents and arts supporters with initial seed money provided by Warner Bros. Entertainment Inc.

As a 501(c)3 nonprofit organization, the Foundation accomplishes its mission by providing grant funding to support arts education as a core curriculum in Burbank Unified School District's (BUSD) public schools, supporting the BUSD's *Arts for All* plan and building community awareness through our Community Outreach Working Group.

Since it was founded in 2006, the Foundation has awarded over \$120,000 in grant funds supporting projects like new musical instruments, artist in residency programs, professional development for teachers, a new kiln, an animated P.S.A. workshop, auditorium and sound system upgrades, strategic planning for Burbank's Arts for All plan and many dance, theatre, music and art productions or projects.

Arts For All is a countywide initiative established by the Los Angeles County Arts Commission to provide sequential arts education to K-12 students as part of their core curriculum. Burbank determined, based on community input and allocation of resources, that our plan would be supported by the formation of a Foundation.



Priorities for Funding

The Foundation supports quality arts education programs that are aligned with the Visual and Performing Arts (VAPA) Standards and instructional materials that reach students in an equitable manner and are consistent with BUSD's Arts For All Plan <http://www.burbank.k12.ca.us/index.aspx?page=88>

- (1) The Foundation will only consider requests for funds to support projects, based on merit, that:
 - Occur during the standard school day during class time
 - Are curriculum-based and have a direct connection to student learning
 - Fulfill a need or gap in arts education
 - Utilize granted funds within one academic year
 - Are aligned with VAPA standards and the BUSD Arts For All Strategic Plan
- (2) The Foundation will give preference to requests for funds to support projects that:
 - Are district-wide and benefit a large number of students
 - Cover grade level VAPA standards: <http://www.cde.ca.gov/be/st/ss/documents/vpastandards.pdf>
 - Have other income sources either identified or secured
 - Support staff professional development in addition to arts education
 - May require seed money, and can grow with site, District or other support over time
 - Projects which integrate the arts into other core general education subject areas
- (3) The Foundation will not consider requests for funds to support programs that:
 - Are extra-curricular and do not fall during class time and the school day
 - Do not meet all of the criteria in section (1)

Who Can Apply

Before requesting funding, applicants should contact the Burbank Arts for All Foundation or the Burbank Unified School District's Arts Coordinator to confirm eligibility. Please also consider:

- The Foundation will cap giving to one project at a maximum of \$5,000 per project
- Could this project be funded by another source?

Burbank Arts for All Foundation will accept up to two individual and one partnered grant application from each qualified applicant (listed below) per grant cycle. Applicants may include:

- BUSD Principals
- BUSD Arts Coordinator
- BUSD Credentialed Classroom Teachers
- BUSD PTA Presidents
- BUSD Booster Presidents

All funding requests for single-site projects must be signed by the school's principal and all multi-site, or District-wide, projects must be signed by the BUSD Arts Coordinator. This pre-approval is required to ensure all Foundation funding is consistent with BUSD's Arts For All Plan and represents school needs and priorities. If you are requesting funds to employ services of a specific nonprofit arts organization in one or more schools, the arts organization may assist you in completing the application process. Please include a letter of support from the teaching artist or arts organization with your application if the funds are in request of a specific program. This can be in the form of a contract or letter of agreement as well.

Application Procedures

Grant applications are accepted on a rolling basis throughout the year, however the bi-annual request deadlines are **March 15** and **September 15**. A Fund Request Application is available for download on the Burbank Arts For All website, www.BurbankArtsForAll.org

Submission Process

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

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
- 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. If you choose to send via US Mail, please provide 6 complete copies of the application materials.

The Foundation strongly recommends submitting applications via email or fax.

Receipt of Application

All applicants are responsible for ensuring that 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 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.

Review Process Policy

Grant applications will be reviewed, evaluated and scored by a panel of Foundation board members, invited guests and BUSD representatives. Applicants will be notified of the outcome of their request within 30 days of the submission deadline.

Payment of Funds

Funding will be disbursed to grantees within 45 days of the submission deadline. Checks will be made payable to the entity specified on the application and must be cashed within 60 days.

Acknowledgement of Foundation's Grant

If funded, you are required to acknowledge Burbank Arts For All Foundation in all the following ways specific to your discipline and project.

For Visual Arts projects:

- State in any 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

For Performing Arts projects:

- 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

Logo, Foundation mission statement, visual arts project cards and evaluation form will be provided to all grantees upon distribution of grant awards. Please contact the Foundation's office for up to date logo and mission statement.

Evaluation Procedures

Within 60 days of the completion of the funded project, the grantee is required to complete and submit the following evaluation materials to the Foundation's Operations Coordinator. Failure to complete and submit these materials will result in denial of future funds.

Submitted final evaluation materials include:

- Completed FINAL REPORT (provided)
- Letter of Impact to the Foundation acknowledging the grant award and its impact at your school including but not limited to testimonials from children, teachers or parents.
- 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."

THANK YOU!