

# BURBANK ARTS FOR ALL FOUNDATION GRANT REQUEST GUIDELINES



## BACKGROUND

THANK YOU for your interest in applying for a Burbank Arts for All Foundation grant! We are thrilled to help lead the growing movement to keep arts education a priority in Burbank's public schools and we applaud your dedication to bringing a quality arts education to your students.

Burbank Arts for All Foundation's mission is to ensure every student in Burbank public schools receives a quality arts education as part of their core curriculum. Twice a year, we provide supplemental funding for arts education through our grant-making program in support of the Burbank Unified School District's (BUSD) *Arts for All* Plan.

We encourage all school sites to think strategically and plan ahead. This will ensure that you have ample time to fully complete your application and acquire the appropriate signatures. All of the Foundation's grant-making cycles are competitive within each cycle. Foundation staff is available to answer any questions or offer advice on your application before submission deadlines. Please feel free to contact us anytime during regular business hours, Monday-Friday 9am-5pm.

For more information on the Foundation and our history, please visit our website at: [www.burbankartsforall.org/about-us](http://www.burbankartsforall.org/about-us)



*Check Presentation to the BUSD Board of Education, Spring 2016*

## 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 ([www.burbankartsforall.org/wp-content/uploads/2018/09/BUSD-Arts-for-All-Plan-Final-2012-2022.pdf](http://www.burbankartsforall.org/wp-content/uploads/2018/09/BUSD-Arts-for-All-Plan-Final-2012-2022.pdf))

- (1) The Foundation will only consider requests for funds to support projects meeting the following criteria:
  - 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 year of funds being received
  - Are aligned with VAPA standards and the BUSD *Arts for All* Plan
  
- (2) The Foundation will give preference to requests for funds to support projects that:
  - Are district-wide and/or benefit a large number of students
  - Cover grade level VAPA standards: [www.cde.ca.gov/be/st/ss/vapacontentstds.asp](http://www.cde.ca.gov/be/st/ss/vapacontentstds.asp)
  - Have other income sources either identified or secured (for example: your school site budget, PTA or Booster funds, donor gift or local business investment)
  - Support professional development for teachers, in addition to arts education
  - Projects which integrate the arts into other core general education subject areas (such as English, Math, etc.)
  - Projects that are sustainable and provide sequential learning for students
  - Arts education programs or projects that support creativity and innovation

- (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 curricular school day
  - Transportation costs
  - 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 office or the Burbank Unified School District's Arts Coordinator to confirm eligibility. Please also consider:

- The Foundation will cap giving to a maximum of \$5,000 per application (there is no designated minimum request amount)
- The Foundation's funds can be used as a partnering grant to a school site budget, PTA or Booster funds, donor gift, local business investment, etc. (please be sure to include letters of support from other funding partners with your application)

Burbank Arts for All Foundation will accept grant applications from qualified applicants (listed below) each grant cycle.

Applicants may include:

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

Please Note: Outside arts organizations and teaching artists cannot themselves apply for funding.

## **BOWMAN PROFESSIONAL DEVELOPMENT GRANT (SPRING CYCLES ONLY)**

Each Spring, the Foundation welcomes eligible applicants to apply for the Bowman Professional Development Grant. Dr. Gregory Bowman served the Burbank Unified School District (BUSD) from 1994 – 2009. As Superintendent (2002-2009) he helped to establish BUSD as a leader in the Los Angeles County Arts Ed Collective (formerly *Arts for All*). Dr. Bowman established this professional development grant as a gift to the community of Burbank upon his retirement in June 2009.

The Bowman Professional Development Grant will fund up to two grants per year:

- One individual grant of up to \$750
- One group grant of up to \$3,500

The Foundation supports quality professional development programs that are aligned with the Visual and Performing Arts (VAPA) Standards to individuals and groups who provide direct instruction to students within BUSD; as well as instructional materials directly related to the VAPA training that reach students in an equitable manner and are consistent with BUSD's *Arts for All* plan.

Bowman Professional Development Grant Applications can be found at: [www.burbankartsforall.org/apply-for-a-grant](http://www.burbankartsforall.org/apply-for-a-grant)

## **ACQUIRING THE APPROPRIATE SIGNATURES**

**All funding requests MUST have the appropriate signatures.** This approval is required to ensure all Foundation funding is consistent with BUSD's *Arts for All* Plan and represents individual school site plan needs and priorities.

Required Signatures include:

- Applicant (required for ALL applications)
- Principal (required for ALL single-site applications)
- BUSD Arts Coordinator (required for ALL District-wide or Multi-site applications)
- BUSD Facilities Director (required for ALL Facilities upgrades or enhancements)

**Applications without proper signatures will NOT be processed. All signatures must be original (no electronic or stamped copies, please).**

## APPLICATION PROCEDURES

Grant applications are accepted on a rolling basis throughout the year, however the bi-annual request deadlines are on **March 1<sup>st</sup>** and **September 15<sup>th</sup> by 5:00pm**. A Grant Request Application is available for download on the Burbank Arts for All Foundation website: [www.burbankartsforall.org/apply-for-a-grant](http://www.burbankartsforall.org/apply-for-a-grant)

**Please Note:** In the case of March 1<sup>st</sup> or September 15<sup>th</sup> landing on a non-business day (i.e. Saturday, Sunday, holiday), the Submission Deadline will be extended to the next available business day.

When submitting your completed and signed application, please include:

- If applicable, please include background information, a letter of support, contract/bid OR letter of agreement from the teaching artist or arts organization with your application if you are requesting funds to employ services of a specific nonprofit arts organization or teaching artist
- Samples of lesson plans or outlines
- Samples of assessment tools (i.e. rubric, survey, matrix, grade, etc.) used to determine student evaluation
- Bid of potential expenses for product or supplies
- Budget of Total Expenses and Income for project, including income from other funding partners
- Letters of support from other funding partners
- Approved meeting minutes acknowledging matching funds from Booster or PTA units

### Submission Process

Applications 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.
- Applications may also be dropped off at our office (348 E. Olive Ave, Suite D, Burbank, CA 91502) during regular business hours, Monday-Friday, 9am-5pm. Please call ahead to confirm delivery time at 818.736.5269

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

### 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 within 24 hours, it means your application has **not been received**. Please contact the Foundation directly at 818.736.5269 to ensure receipt of your application or submit it via an alternate format.

*Fax submissions:* If you do not receive an email confirmation from the Foundation’s Program & Outreach Manager 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 Program & Outreach Manager within 5 business days, contact her/him directly by telephone at 818.736.5269

## REVIEW PROCESS POLICY

Grant applications will be reviewed and evaluated by a panel of Foundation board members, invited guests, and BUSD representatives. Applicants will be notified of the outcome of their request within 45 days after the submission deadline. The panel’s recommendations will then be presented to the Foundation’s Board of Directors for final approval.

## PAYMENT OF FUNDS

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

## ACKNOWLEDGEMENT OF FOUNDATION'S GRANT

If funded, you are required to acknowledge Burbank Arts for All Foundation in all of the following ways specific to your discipline and project. If notified in advance and if possible, we'd be happy to attend or support your performance or exhibition.

- 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**" Include the Foundation's logo, mission statement and URL: [www.burbankartsforall.org](http://www.burbankartsforall.org)
- Use the Foundation's logo, mission statement and URL: [www.burbankartsforall.org](http://www.burbankartsforall.org) when posting/displaying student artwork
- Notify the audience at performances/activities of the Foundation's role in the project

The Foundation's mission statement 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.*

## EVALUATION PROCEDURES

All grantees are required to submit a Final Report about their project. Grantees have one year to produce their project/program. Once your project is **complete**, you then have 60 days to submit the following evaluation materials to the Foundation's Program & Outreach Manager at [funding@burbankartsforall.org](mailto:funding@burbankartsforall.org) or mail to:

Burbank Arts for All Foundation  
c/o [NAME OF YOUR GRANT]  
348 E. Olive Avenue, Suite D  
Burbank, CA 91502

*Failure to complete and submit these materials will result in ineligibility to apply for future funds.*

Submitted final evaluation materials include:

- Completed FINAL REPORT (*available for download on our website*)
- 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, parents or teaching artists
- Photographs/videos of students engaged in the art-making process or images of final works/projects and signed media release form (*available for download on our website*)
- One (1) to five (5) samples of completed assessment tools (i.e. rubric, survey, matrix, observation, grade, etc.) used to determine student evaluation
- Related program materials (i.e. newsletters, website pages, eBlasts, promotional flyers, invitations, electronic announcements) displaying the Foundation's logo, mission statement and URL: [www.burbankartsforall.org](http://www.burbankartsforall.org) along with the following acknowledgment:  
"This project was made possible with funding from the Burbank Arts For All Foundation."

Find more information on our website at [www.burbankartsforall.org/apply-for-a-grant](http://www.burbankartsforall.org/apply-for-a-grant)

**THANK YOU!**