



Excursion Grant Guidelines and Application

Overview

- Funds are to be used for transportation and/or admission fees for K-12 students visiting definable arts and cultural venues (museums, culture centers, theaters, galleries, etc.) or to attend activities and events (performances, exhibits, readings, etc) in Alaska. More than one excursion may be applied for on the same grant application.
- Any public or private nonprofit school in Alaska may apply
- Title 1 Schools may apply for up to \$1,000; non-Title 1 schools are limited to \$600. The requested amount should be based on the anticipated transportation and/or student admission costs to one or more excursion.
- Schools may apply for funds to support one or more activities scheduled during the school year; different classes may apply for different excursions but all the excursions from the same school must be applied for at the same time in the same application.

Selection Criteria

- Artistic quality and/or cultural value of the proposed project
- Quality of the arts learning experience for the students involved; pre and post excursion activities that enhance the experience for the students
- Degree to which the project enhances the district's written arts curriculum or the Department of Education and Early Development (DEED) Alaska Content Standards for Arts. (contents: <http://www.eed.state.ak.us/ContentStandards/Arts.html>)
- Completion of previous grant award requirements
- Complete and signed grant application forms.

Other Requirements

- School are limited to one Cultural Collaboration grant (Access, Project or Excursion grant per state fiscal year (July 1-June 30)
- Grant recipients must submit a final report that includes a description of what students saw/and experienced, how many students participated, the students reactions and perceived outcomes and how the money was spent.
- Grant payment will be made after a signed grant award letter has been received by the Alaska State Council on the Arts.

Application Deadlines

September 1 for excursions occurring between Sept 15 and Feb 15

February 1 for excursions occurring between Feb 16 and May 31

If the Excursion occurs outside these times please contact the AIE staff.

Notification will be within 10 days of application deadline.



administered by the
Alaska State Council on the Arts

How to Apply Excursion Grant Applications

Submit an application (mail or in person) by the deadlines to:

AIE Program, Excursion Grant
Alaska State Council on the Arts
161 S Klevin St., Suite 102
Anchorage, Ak. 99508

or

Email a completed application with an electronic signature to: ruth.glenn@alaska.gov

Faxed applications will not be accepted. For information, questions or technical assistance email ruth.glenn@alaska.gov, or call (907) 269-6682

A complete application includes: the **Application Cover, Narrative & Budget** forms.
The application cover and budget forms are attached.

Project Narrative *On no more than 1 page address the following. Use 10 point type and margins of at least 1 inch.*

1. Describe the proposed activity and why it was chosen. Include numbers and ages of students and time of year for the excursion(s).
2. What will the students learn through this experience?
3. What pre and post activities will be conducted?
4. To which DEED arts content standards does this activity relate?



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Excursion Grant Application Cover

School Name _____

Title 1 School (circle one) Yes No

School District Tax ID# _____ DUNs # _____

Contact Name _____

Address _____

City State Zip _____

Daytime Phone _____ Fax _____ e-mail _____

Request Amount \$ _____ *Limits: Up to \$1,000 for Title 1 Schools; Up to \$600 for non-Title 1 Schools.*

A complete application includes the following:

- Application Cover (this page)
- One page narrative
- Attached budget form
- IRS tax-exempt # & DUNs # (federal grant #)

I certify that the information contained in this application, including attachments and support materials, is true and correct to the best of my knowledge. I am authorized to legally obligate the grant applicant.

Signature of Authorizing Official _____

Typed Name _____

Title _____

Contact phone _____ e-mail _____

Date _____



Excursion Grant Budget Form

Please provide the following information for each event. Use additional pages if necessary. Make sure the total costs listed here is equal to or more than the total requested on the front page.

Name of School: _____

Contact Name: _____ email: _____

1st Proposed arts excursion destination, estimated transportation, and admission cost(s)

Destination _____

Activity _____ Proposed date(s) _____

#students _____ grade _____ Admission Costs _____

Circle type of travel bus van ferry air other transportation costs _____

Total _____

2nd Proposed arts excursion destination, estimated transportation, and admission cost(s)

Destination _____

Activity _____ Proposed date(s) _____

#students _____ grade _____ Admission Costs _____

Circle type of travel bus van ferry air other transportation costs _____

Total _____

3rd Proposed arts excursion destination, estimated transportation, and admission cost(s)

Destination _____

Activity _____ Proposed date(s) _____

#students _____ grade _____ Admission Costs _____

Circle type of travel bus van ferry air other transportation costs _____

Total _____