



## GUIDELINES FOR ARTS-DANCE EDUCATION GRANT PROGRAM (Revision C – October 02, 2011)



### **Description:**

A grant program, funded by ARTS-Dance (ARTS), to encourage various dance associations and organizations to conduct Educational Seminars which would inform and educate their members and attendees about various topics related to the activity and help promote ARTS-Dance. In addition to the other topics, the seminars **MUST** also cover who and what ARTS is, its purposes, goals, and accomplishments

### **Who would be eligible:**

Any square, round, contra, clogging, or folk dance organization willing to present a program which includes explaining ARTS and its function in the dance community.

### **Review Committee:**

The officers of ARTS-Dance will review the applications and determine whether they qualify for an education grant.

### **Terms:**

The associations, organizations, or dance promoters can apply for an educational grant for up to \$200.00 (or up to 50% of the costs, whichever is less) to cover the costs to present a seminar which includes a session explaining ARTS, its history, accomplishments, and current and future programs. This session can be a method to introduce ARTS to the dancing community who are not aware of ARTS, and further familiarize others with ARTS accomplishments and programs. A sign-in list of attendees must be circulated at the session, and if 10 or more attend, the session would qualify for a grant. If there are less than 10 attendees, the organization would not qualify for funds. Any consideration would be subject to availability of funds.

An organization shall be eligible for this Grant provided it has not received an ARTS Grant for a period of at least three years prior to the date of the proposed qualifying Seminar/Event.

### **What can the money be used for:**

- 1) Convention center or meeting room costs
- 2) Presenter or leader expenses and costs
- 3) Promotion or advertising of session
- 4) General promotion of ARTS

### **How to apply for the grant:**

The leaders must complete the Educational Grant Form, which can be obtained from any ARTS officer or can be printed from the ARTS-Dance web site: [www.arts-dance.org](http://www.arts-dance.org). The application must be submitted to the ARTS Executive Director at: 943 Tamarind Circle, Rockledge, FL 32955, or Email: [ExecutiveDirector@arts-dance.org](mailto:ExecutiveDirector@arts-dance.org) and must be received at least 60 days prior to the event. An estimate of expenses must be completed on the application. After review, ARTS will notify the applicant if they qualify for the grant.

### **Payment:**

After the Educational Seminar is completed, a final Completion Report must be submitted to the ARTS Executive Director within 60 days showing actual costs associated with the session along with a copy of the list of attendees. A brief outline of the topics covered in the session should be included. Please list the name of the organization to whom the payment is to be made along with the appropriate mailing address. Any consideration would be subject to availability of funds.

## APPLICATION FOR ARTS-DANCE EDUCATION GRANT

The ARTS-Dance Education Grant is funded by ARTS-Dance(ARTS), to encourage various dance associations and organizations to conduct Educational Seminars which will inform and educate their members and attendees about various topics related to the activity and help promote ARTS-Dance. In addition to the other topics, the seminars would cover who and what ARTS is, its purposes, goals and accomplishments. During the event the sponsor is expected to give out the Backgrounder and be able to use just that portion of the PowerPoint presentation that is useful to your situation.

***Submission must be at least 60 days prior to the event.***

**Organization applying for grant:**

Name			
Mailing Address			
City/St/Zip			
Phone & Email			
<b>Affiliated Dance Organization (If Any):</b>			

**Officers of organization applying for grant**

OFFICER	NAME	Phone	Email
President			
Vice President			
Secretary			
Treasurer			

**Seminar or Event Description:**

Please describe the Seminar or event you plan to sponsor. Explain when and where it will be held including location and time allotted. Tell the general purpose of the gathering and what will be covered at the event. Explain in some detail the topics you intend to cover regarding ARTS and who will present the ARTS information. (Use additional paper as needed)

DATE of Seminar or Event:
DESCRIPTION

**Estimated Expenses:** (To be reimbursed 50% up to \$200.00)

Cost	Facility Rent	Staff fee	Advertising	*Other
Estimated				
* Please explain Other Expenses:				

**Submit Completed Application to:**

ARTS Executive Director, 943 Tamarind Circle, Rockledge, FL 32955 (Email: ExecutiveDirector@arts-dance.org)

***Submission must be at least 60 days prior to the event.***

***Within 60 days after the event the Completion Report must be submitted with actual expenses associated with the event, along with a list of attendees and a brief outline of the topics covered.***

# ARTS-DANCE EDUCATION GRANT COMPLETION REPORT

**Submission must be within 60 days after the event, submit actual expenses associated with the event, along with a list of attendees and a brief outline of the topics covered**

Please complete the following to report completion of the Seminar/event. Return the completed form to:

Jerry Reed  
ARTS - Dance Executive Director  
943 Tamarind Circle  
Rockledge, FL 32955  
E-mail - [ExecutiveDirector@arts-dance.org](mailto:ExecutiveDirector@arts-dance.org)

### **You must include a list of attendees**

Name of the sponsoring organization:		
Name of Seminar/Event: Brief Description:		
Date(s) of Seminar/Event:		
Number of attendees		
Name of Key Speaker: (If Applicable)		
WAS ARTS INFORMATION PRESENTED:	YES:	NO:
Brief Description of ARTS Information Presented:		
Name Of Contact::		
Address:		
City	State	Zip
E-mail Address:		

**Report of Expenses:** (To be reimbursed 50% up to \$200.00)

Cost	Facility Rent	Staff fee	Advertising	Other(Explain)
Estimated (From original application)				List of Other:
Actual Cost				

Organization Representative:

Name (Printed)	Date:
Signature:	