

# THE ARKANSAS ART EDUCATORS PRESIDENTS' FOUNDATION MINI-GRANT PROGRAM INSTRUCTIONS FOR APPLICANTS

**APPLICATION PROCESS:** Applicants are advised to carefully read and follow the requirements for each of the programs as outlined in these guidelines and check to make sure that all required information is included before submitting a proposal. ***Omission of any required information will automatically disqualify the application.*** **POSTMARK DEADLINE TO SUBMIT ALL DOCUMENTS IS JANUARY 17, 2018.**

**ELIGIBILITY:** THE AAEPF Grant Program is open to active AAE members who have maintained AAE membership for at least three years prior to the date of application. Applicants must have an Arkansas teaching certificate with a degree in education with an emphasis in art or an art related major/field. Applicants must have a minimum of three years teaching experience in art or an art related field within the last five (5) years. All eligible applicants are encouraged to apply. Previous funding is not a guarantee of future funding.

**INELIGIBILITY (Applicants who are not eligible to apply):** Applications from non-members will not be considered, nor will applications from nonprofit organizations or institutions. AAEPF Grant Committee members may not apply for funding during and for one calendar year after the completion of committee service.

**COMPLETED APPLICATION FORM:** All applicants must complete and sign the application form

**PROJECT/PROPOSAL DESCRIPTION LETTER:** Applicants are required to provide a title and a one- or two-sentence description of their project. (This description will also be used for promotional purposes should AAEPF funds be awarded.) The letter should also address the duration of the grant project, state the problem or needs to be addressed, the population to be served, and the number of students impacted by the project, as well as a statement of anticipated benefits to the students/school upon completion of the grant.

**BUDGET GUIDELINES: (itemized budget of one page must meet the following guidelines)**

- Proposals exceeding grant limit amounts will not be considered.
- Applicants must provide a one page breakdown of the major expenses for the project.
- Applicants must round off the total amount of the request (i.e. \$450 vs. \$449.77).
- The budget must clearly indicate how AAEPF funds, if awarded, will be spent for specific portions of the budget. AAEPF grants can cover all of the anticipated costs of the project if the budget does not exceed the allowable grant amount.
- **All equipment purchased with grant funds becomes the property of the grantee for continued use in the classroom.**
- Funding for basic classroom supplies should be limited to a minor part of the grant and must be directly related to the operation and accomplishment of the project.
- **Registration and/or travel costs to any conventions, including NAEA and AAE Fall Conference, will not be funded.**
- **Proposals for conducting conferences, indirect costs, or the production of publications will not be funded.**
- No overhead costs will be covered by AAEPF grants.

**UNIT LESSON PLAN:** Applicants are required to submit a completed unit lesson plan which clearly demonstrates the connections of the project funded by the mini-grant to the Arkansas Visual Art Frameworks.

**LETTER OF ENDORSEMENT:** Applicants must submit a letter of endorsement from their principal on school letterhead.

**REVIEW PROCESS:** Every effort is made to ensure the impartiality of the jury relative to the applicants. All mini-grants and scholarships are awarded without regard to age, gender, race, special needs, or national origin.

# ARKANSAS ART EDUCATORS PRESIDENTS' FOUNDATION MINI-GRANT

## Application Form

Applicants for an AAEPF Mini-grant may NOT apply for an AAEPF Graduate Scholarship, even though the proposals are for different projects.

Results will be announced on or before June 17, 2018. Selected projects will be announced on the AAE website.  
Project year runs July 1, 2018, to June 30, 2019.

PLEASE PRINT CLEARLY:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home E-mail: \_\_\_\_\_ Home phone: (\_\_\_\_) \_\_\_\_\_

NAEA member ID #: \_\_\_\_\_

School where you teach: \_\_\_\_\_

Work address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work E-mail: \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_

Arkansas teaching certificate(Y/N) \_\_\_\_\_ Expiration date \_\_\_\_\_ certified to teach art(Y/N) \_\_\_\_\_

Number of years teaching art or an art related field in the last five years \_\_\_\_\_

Do you expect to be under contract to teach art in the year that the grant funds will be used? (Y/N) \_\_\_\_\_

School name \_\_\_\_\_ School Principal \_\_\_\_\_

I am the recipient of previous AAEPF funding (check one) \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, previously funded grant information (complete all that apply):

\_\_\_\_ AAEPF Mini-Grant      Year \_\_\_\_\_ Amount \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_ AAEPF Graduate Scholarship Year \_\_\_\_\_ Amount \_\_\_\_\_ Title \_\_\_\_\_

Grant amount requested : \_\_\_\_\_ ( the maximum grant is \$500.00). Any funds not spent in completing the project will be returned to the AAEPF. All expenditures must be documented with receipts submitted in the final accounting report to the AAEPF.

## POSTMARKED APPLICATION DEADLINE IS JANUARY 17, 2018

Mail 3 collated copies of the *completed cover page, the proposal, and attachments* to:  
Gail King / Parkview Arts/Science Magnet High School / 2501 John Barrow Rd / Little Rock, AR 72204

- The applicant agrees to present knowledge gained from the mini-grant at the first AAE Fall Conference following completion of the project during the AAEPF conference session.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

# ARKANSAS ART EDUCATORS PRESIDENTS' FOUNDATION MINI- GRANTS

## *Checklist for Applicants*

**This checklist must be submitted with each copy of your proposal.**

**Your proposal must meet the following criteria for initial review.**

### **APPLICATION FORM**

\_\_\_\_\_ Cover sheet is complete

\_\_\_\_\_ Applicant meets eligibility requirements.(see overview and description of mini-grant)

\_\_\_\_\_ Funds requested do not exceed **\$500.00**

### **PROPOSAL:**

\_\_\_\_\_ ***Cover letter is complete, including***

\_\_\_\_\_ Title of project

\_\_\_\_\_ Project/Proposal description (1-2 sentences)

\_\_\_\_\_ Duration of project

\_\_\_\_\_ Statement of the problem or need

\_\_\_\_\_ Description of the population to be served and estimated number of students that will benefit

\_\_\_\_\_ 1-page statement of anticipated benefits as a result of the project

\_\_\_\_\_ ***Budget is complete, including***

\_\_\_\_\_ 1-page budget break out (see Budget Guidelines) that:

Itemizes and justifies all funding being sought

\_\_\_\_\_ Clearly identifies use of the AAEPF monies

\_\_\_\_\_ ***Unit lesson plan for the project is complete, including***

\_\_\_\_\_ Project title

\_\_\_\_\_ Project introduction

\_\_\_\_\_ Project objectives

\_\_\_\_\_ Connections to ADE Visual Art

Frameworks

\_\_\_\_\_ Resources, Materials, Technology,  
and Media

\_\_\_\_\_ Teaching Methods and Strategies

\_\_\_\_\_ Essential Questions

\_\_\_\_\_ Calendar

\_\_\_\_\_ Safety check

\_\_\_\_\_ Methods of assessment

### **APPENDICES-REQUIRED**

\_\_\_\_\_ Letter of endorsement of this project enclosed on school letterhead from an administrator with authority to approve it which also stipulates that the applicant is a certified art teacher with at least 3 years of experience in the classroom within the past five years.

### **SUBMISSION REQUIREMENTS**

\_\_\_\_\_ 3 collated copies of the above are enclosed in one package for mailing postmarked by **January 17, 2018.**