



Arts in Education Mini-grant Overview

Introduction: Thank you for your interest in applying for an LCAC Arts in Education Mini-grant. Before filling out the application please take a few minutes to read our Vision, Mission, Goals and Objectives. The more closely your grant fits our vision and mission, the more likely your project will be funded.

Vision Statement: LCAC works to develop Lafayette as a creative district with a unique cultural arts identity founded on the city's rich history and progressing into the contemporary cultural climate.

Mission: To promote, nurture and celebrate the visual, performing and language arts in Lafayette by connecting artists, building partnerships, and enhancing and supporting diversity.

We do this by: Providing Resources; Building Capacity; Creating Infrastructure; and Promoting Programming

GOALS

Goal 1: To support and develop new community capacity for high quality arts and cultural programming.

Goal 2: To increase public infrastructure that enhances the cultural arts identity for Lafayette.

Goal 3: Promote arts and cultural programming to benefit Lafayette citizens and to attract external audience participation to drive visitorship and livability within the City.

OBJECTIVES

Objective 1: Grow the funding available from the Lafayette Cultural Arts Commission (LCAC) to support local cultural arts efforts.

Objective 2: Build the capacity of local arts, education and cultural organizations to provide quality activities, events, and programming in Lafayette.

Objective 3: Improve infrastructure and enhance cultural arts identity by utilizing both permanent and temporary public art installations.

Objective 4: Develop a comprehensive marketing and public relations plan to promote the cultural arts identity of the City of Lafayette.

REQUIREMENTS

1. All applicants must be affiliated with a K- 12 school within the official boundaries of the City of Lafayette. All projects must directly benefit students at the designated school.
2. Applications must be submitted by email to arts@cityoflafayette.com. The application can be found at <http://www.cityoflafayette.com/aiegrant>. Instructions for submission of the form and support materials can be found at that web address. Applications are due on December 15. Receptients will be notified January 2014.
3. Projects must occur between January 1, 2014 and May 24, 2014
4. All projects must acknowledge Lafayette Cultural Arts Commission's full or partial sponsorship. Whenever possible the LCAC logo should be included on all promotional materials. The logo may be requested by emailing arts@cityoflafayette.com.
5. A final report will be completed by the grant recipient by 06/14/14. The final report form is available at www.cityoflafayette.com/aiegrant. The final report form should be submitted by email. Photographs and digital copies of print materials may be submitted following the directions at the bottom of the form. Photographs of recipients and project may be used by LCAC to support its mission.
6. Exclusions: Funds will not be provided for projects that have occurred before the grant deadline, capital improvements, fundraising events, receptions, existing general operating budgets and/or salaries for employees of organizations, reductions of deficits from past programs.



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7. **Maximum Grant Amount:** Each year the LCAC will determine the total amount of funding available and the maximum grant award amount. For 2014, the projected total of grant funds is \$5000 and the maximum award will be \$500.

8. **Evaluation:** Each grant will be rated on the following
 - Project description and quality
 - Number of students participating
 - Number of artists participating
 - Number of audience members/community members participating
 - Level of impact
 - Explanation of how the grant addresses diversity or meets the needs of under represented students
 - Capacity to implement your budget and timeline- is it clear and realistic
 - Demonstrated need for support

9. **Nondiscrimination Statement:** Grant recipients must comply with the LCAC nondiscrimination statement, adopted 3/3/10: The Lafayette Cultural Arts Commission pledges not to discriminate against any employee, volunteer or program participant on the bases of age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation, disability, or socio-economic status.

Arts in Education Mini-Grant Application Checklist

- _____ I have read the Mini-grant Overview
- _____ I have answered the Grant Application questionnaire
- _____ I have filled out the Application Budget Form
- _____ I have provided visual support and diagrams where applicable
- _____ I have shared the grant application with the school principal and have a commitment that the school will participate in the grant project if funded. I have asked the principal to send an email to arts@cityoflafayette.com confirming support of this project. I understand that a few sentences are sufficient.



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Arts in Education Mini-Grant Application 2014

Project Title: _____

Project Dates: _____

Discipline: Dance _____ Music _____ Literary _____ Theater _____ Visual _____
Multi-disciplinary _____ Other/Describe _____

School Name: _____

Principal: _____

Principal's email: _____

Project Coordinator's Name: _____

Phone: _____ E-Mail Address: _____

Have you received an Arts in Education Mini-grant in the past? Y N

What year?

Where will this project take place?

What is your project timeline (dates of planning, preparation, execution and follow-up)?

How many students will participate in the project? _____

How many teachers will be involved in this project? _____

How many artists* not on the school staff will participate in the project? _____

** For this application artist is defined as an individual who is trained, educated or highly skilled in the disciplinary area of the grant project. Do not include teachers or students who may also fit this category.*

How many community or audience members will participate in the project? _____

What is the percentage of students who receive free or reduced cost lunches? _____



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Describe your project. The form box will allow you about a page to provide your answer. Be clear and concise. At the end of the form you will find direction on how to submit pictures, diagrams, or visual support if applicable. In the text please reference these materials by number. When submitting the materials please name files with corresponding number codes as directed. Briefly describe what you propose to do, how you plan to accomplish it, and why your project merits funding.

Describe how your project meets the needs of under represented and/or diverse members of the community. The form box will allow you about ½ a page for your answer.

Budget: Total cost of this project? _____ Amount requested from LCAC? _____



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Please complete the following tables. If more rows are needed please contact arts@cityoflafayette.com for an expanded spreadsheet.

| List all REVENUE sources for this project, including LCAC funds. | Amount | Pending or Secured? |
|--|--------|---------------------|
| | | |
| | | |
| | | |
| TOTAL REVENUES | | |

| List all EXPENDITURES for this project. | Amount |
|---|--------|
| | |
| | |
| | |
| | |
| | |
| TOTAL EXPENSES | |

| List any significant IN-KIND donations of time, materials, services, equipment, space, etc. contributions to this project. | Amount/Value | Pending or Secured? |
|--|--------------|---------------------|
| | | |
| | | |
| | | |
| TOTAL IN-KIND | | |