

ARTS EDUCATION FUND ARTS EXCURSION GUIDELINES

Visiting a museum or culture center, attending a live performance, listening to an author read or participating in any other cultural activity are experiences all young people should have. Towards that end, the Rasmuson Foundation has created a grant program for Alaskan schools, both public and private, to assist with the cost of transporting students to arts and cultural venues, activities or events.

Grant funds may be used for transportation of K-12 students to a definable arts and cultural venue (museums, culture centers, theaters, galleries, etc.), or to activities and events (performances, exhibits, readings, etc.). Excursions should include educational opportunities such as docent-led tours, and/or post-performance discussions, etc., to ensure the activity contributes to the knowledge and understanding of participating students.

The program is administered by the Alaska State Council on the Arts.

Eligibility

The applicant must be an Alaskan public school or nonprofit private school serving K-12 students.

Grant Amount

Schools may apply for transportation grants of up to \$300. The request amount must be based on the anticipated transportation cost of the proposed excursion. If the transportation costs are included in the admission price, the project is not eligible for this grant.

Grant funds will not be released until AFTER the field trip has been completed and a final report with transportation receipts has been submitted.

Use of Grant Funds

Grants are only for transportation costs and cannot be used for admissions, meals or other expenses.

In the case of activities where students can be served by ground transportation, proposals should attempt to maximize the number of students that can be served by a bus or van. For example, if your group has only 15 members, you will strengthen your application by partnering with another classroom or school to completely fill a 50 passenger bus.

In the case of activities where students must be served by alternative transportation such as ferry or plane, which will likely cost more than the grant award, applicants may use a transportation grant towards the total cost of transportation.

Selection Criteria

- Application is complete, accurate, signed and has been submitted at least 30 days in advance of event
- Planned field trip is to a definable arts or cultural facility, activity or event
- Inclusion of educational activities (i.e., docent guide, and/or post-event activities, classroom study guides, etc.)
- Number of students served

Deadline

Applications must be postmarked at least 30 days prior to the beginning date of the proposed activity. Applications will be reviewed on a first-come, first-served basis until all funds have been awarded. If it is late in the school year, please call to ensure availability of funds before applying.

Limitations

Arts Excursions grants are limited to one per teacher per school year.

Reporting Requirements

Grant recipients must submit a final report to receive payment. The report should include a brief description of what students saw, experienced and learned; and how many students participated. Copies of paid transportation receipts (bus bill, ferry or air) must be submitted along with a program/flyer from the event, if available.

Please note: Grant payments will not exceed the total transportation costs incurred or amount awarded.

How To Apply

Submit a complete application form. You may submit an application anytime but no later than 30 days prior to the excursion to:

Alaska State Council on the Arts
411 West 4th Avenue, Suite 1E
Anchorage, AK 99501

Faxed or e-mailed applications will not be accepted. Additional information and/or technical assistance is available from the Alaska State Council on the Arts, Arts In Education program at (907) 269-6682, or toll free in Alaska at 1(888) 278-7424.

Award Notification

Applicants will be notified of an award within two weeks of receipt of a completed application. If an award is received, the grantee is responsible for complying with the grant conditions as outlined in the grant award letter. Payment will not be made until AFTER the completion of the field trip and submission of a final report and receipts for incurred transportation costs.

**ARTS EXCURSIONS
TRANSPORTATION GRANT APPLICATION FORM**

Educator Name _____
School _____ Tax ID# _____
School District _____
Address _____
City _____ State _____ Zip _____
Daytime Phone _____ Fax _____ e-mail _____
Grade Level of Participants _____ Number of Participants _____
Activity/Destination/Presenting company name _____
Proposed Date _____
Type of travel (bus, van, other) _____
Requested Amount (A specific dollar amount is required. Maximum grant is \$300) _____

Narrative Questions

Describe the planned excursion. Where do you plan to go? What do you hope your students will learn by participating? Include a brief description of activities (docent-led tours, pre-or-post-performance discussions, study guides, etc.) that will contribute to the overall experience of participants. Limit your description to the space below and no more than one additional page.

If the cultural activity is part of a field trip that includes other non-cultural activities, please attach your planned itinerary.

Date _____

Signatures: Educator _____ Principal _____

Return (or submit in person) no later than 30 days before the planned activity to:
Alaska State Council on the Arts
411 West 4th Avenue, Suite 1E
Anchorage, AK 99501
907-269-6682

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