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## APPLICATION

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Submit the following:

1. Application Form
2. Project Description: a narrative of up to two pages answering the following:
  - a) The project for which you are requesting funds.
  - b) The demographics of your community: size, location, economy and other important information.
  - c) Detail how this project will benefit your community and/or your organization.
  - d) If this is a performance, please include the marketing plan.
  - e) Please include any plans to engage the audience beyond the performance, or explain any educational outreach.
  - f) If this is a statewide tour, give locations and host organizations.
  - g) Include a detailed project budget including a breakdown of project's estimated costs. Please provide in Excel or accounting software format.
3. If a performance, copy of signed letter of intent, contract or other document indicating commitment/availability of the artists during your project's timeframe.
4. If a performance, website address of the artist.
5. Copy of your IRS 501(c) 3 letter.

1. Organization Name	
2. Address	
3. City, State, Zip	
4. Contact Person and Title	
5. E-Mail	
6. Phone	
7. IRS Tax Exempt Number	
8. Fiscal Year Ends (Month)	
9. TourWest participant? Y/N	
10. Grant Amount Requested	
11. Project Dates	

<b>CASH BUDGET SUMMARY</b>	<b>Actuals from Prior Fiscal Year</b>	<b>Budget-current Fiscal Year</b>
Organization Income		
Organization Expense		
Total Project Expenses		
Grant Amount Request		
Total Project Income		
<i>Note: Total Project Expenses and Total Project Income should be the same amount</i>		
<b>REQUIRED: Attach Complete Project Budget</b>		
In Kind Support for Project		

**Definition of In Kind Support:** Professional services or tangible items (auto rental, lodging, food) donated to the organization, that if not provided in kind, would be a cash expenditure.

# Walker Arts Grant

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## PROJECT BUDGET

Attach a detailed budget for the proposed performance that shows anticipated cash income (earned income from admissions, donations, grants, etc) and cash expenses (artist fees, conference fees, travel/freight, facility rental, marketing, technical and production costs, etc). The cash budget should be balanced (income equals expenses). Also include in-kind donations outside of the cash budget lines.

## CHECKLIST AND CERTIFICATION

Include original and one copy of:

- Completed Application Form and Narrative Questions
- Detailed Project Budget
- (If applicable) Copy of signed letter of intent or other document which indicates commitment/availability of artist during your project's timeframe
- (if applicable) Website address or biography of artists
- Copy of your IRS 501c3 letter

**SUBMISSIONS BY MAIL: Must be mailed on or before quarterly deadline (June 1; Sept. 1; Dec. 1; Mar. 1). Any documents not emailed must be postmarked by quarterly deadline.**

**SUBMISSIONS BY EMAIL: [laura.forbes@alaska.gov](mailto:laura.forbes@alaska.gov). on or before deadline date.**

### CERTIFICATION

I certify that, per my signature below, the information provided in this application is true and correct to the best of my knowledge.

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Applicant Organization

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Applicant Name (printed)

Title

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Applicant Signature

Date

Additional applications available on-line at <http://education.alaska.gov/aksca/>