

# Request Application

*Late applications or funding for past events will not be considered.*

Please check off which category you are requesting money from:

\_\_\_\_\_ Performance \_\_\_\_\_ Visiting /Guest Artist \_\_\_\_\_ Incentive \_\_\_\_\_ KESD ASP

Funding will be distributed in 2 ways. When we approve your initial application, you will be sent 75% of the funding. You will receive the remaining 25% when you have submitted some sort of acknowledgement (thank you note, press release, or receipt of supplies/tickets) of receiving the grant and proof that the event/purchase of supplies or tickets has occurred. Documentation of these is necessary due to auditing purposes. The *deadline* for the second round of funding is 1 month after initial application; all documentation needs to be submitted for payment unless other prior arrangements have been made.

Application Date \_\_\_\_\_ School \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

Address \_\_\_\_\_

Grant/Funding Purpose:

Grades Involved \_\_\_\_\_ # of students involved \_\_\_\_\_

Date(s) of event/project \_\_\_\_\_

Where will this take place? \_\_\_\_\_

Total Cost \_\_\_\_\_ Burklyn Arts Council Funding Requested \_\_\_\_\_

75% of cost requested from BAC \_\_\_\_\_ 25% of BAC funds after completion \_\_\_\_\_

Please list all funding (source and amount):

Contact Person's Signature and Date \_\_\_\_\_

Dept. Head/Principal's Signature and Date \_\_\_\_\_