

Oakland Fund for the Arts

Bringing Arts Education to
Oakland Children

P.O. Box 29022
Oakland, CA 94604

510.488.3036
www.oaklandfundforthearts.org

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Dear Applicant:

Thank you for your interest in applying to Oakland Fund for the Arts for your program funding.

OFFTA's mission is to provide small seed grants for hands-on arts education, especially in underserved Oakland public schools (for additional information, please see oaklandfundforthearts.org and click on the "funding guidelines" tab).

It is imperative that a proposed program both match our mission and goals, as well as have the support of the school principal, classroom teachers, and parents. We know that it takes a long time to fill out all these forms. We highly suggest that you talk to us first, to determine if your program would be appropriate for our funding. Call our voice mail number at 510.488.3036, or e-mail me at genni@oaklandfundforthearts.org, and I or a board member will contact you personally.

In addition to the 3-page application for funding form attached, we require the following information for consideration:

Required Attachments to Request for Funding Form

1. Narrative of the program with stated goals
2. Program artist/applicant resumé(s)
3. Letter or MOU (Memorandum of Understanding) from the school principal
4. Organizational budget
5. Line-item program budget
6. IRS 501(c)3 documentation for your organization or fiscal agent

Please also read our "Mission, Principles, Cycles, and Criteria" below, for your reference. Feel free to contact me if you need further information or have any questions. Funding requests for the 2011-2012 fall and winter semesters must be submitted (postmarked by) no later than September 8, 2011. Once we receive your application, you may be contacted to set up a site visit.

Sincerely,



Genni Low
Administrative Liaison
genni@oaklandfundforthearts.org

OFFTA's Mission

The mission of Oakland Fund for the Arts is to raise money to fund hands-on arts education programs for kids in underserved Oakland public schools.

Guiding Principles

We **focus** on innovative new programs that combine hands-on creation of art with education about the essential role that art plays in our cultures, our histories, and our lives.

We **partner** with schools, artists, projects, and organizations that share our vision of combining the experience of creating art with an aesthetic education. We are not program providers, but rather we accept requests for funding from artists and other program providers in the Bay Area who focus on the underserved K-12 student population in Oakland.

We **support** arts education programs in Oakland that are unlikely to succeed without our aid, and that benefit communities where inadequate financial resources have limited our young peoples' access to a full range of opportunities.

We **work** in schools where principals, teachers, and parents provide the support structure necessary to ensure an art program's success and its eventual integration into the curriculum. Through our board liaisons, we maintain a direct relationship with the program provider throughout the term of each grant.

Program Funding Cycle

FALL/WINTER SEMESTER
Request Due: September &
Review: September %&
Board Vote: GYdhYa VYf &\$

Criteria for Funding

Listed below are the main criteria for program funding. If you have any questions about whether a program meets OFFTA's funding criteria, please contact the Administrative Liaison or board members for guidance. Liaisons may find it appropriate to discuss some of these criteria with a potential program provider during the screening stage.

1. OFFTA only fund programs in which each child *actively participates in the creation of art*.
2. There is no minimum number of students required.
3. OFFTA does fund programs located at a site other than a school (such as a community center or private school), provided they serve the target population of K-12 students enrolled in underserved Oakland public schools.
4. OFFTA will fund a program one time within a school year.
5. OFFTA may fund a program for three consecutive years, at the end of which a one school-year break may be imposed before the program administrator may again apply for funding. Exceptions subject to full board vote.
6. OFFTA does require the program agent to submit an OFFTA-supplied Final Report form (see Document I: Final Report on Program Funded), within 30 days of the conclusion of the program period. Final Reports should include a detailed summary of the program and 10-15 photographs, videos, recordings, or other media that show participants involved in the program. The final report and all accompanying photographs, videos, recordings, or other materials may be submitted electronically and become the property of Oakland Fund for the Arts. The funded program and its agents grant non-exclusive copyright ownership to Oakland Fund for the Arts to reproduce such report photographs and other program materials for marketing purposes as agreed to in the Funding Agreement (see Document H: Program Funding Agreement). OFFTA also requires Model Releases (see Document G) signed by a parent or guardian for any submitted photos.
7. OFFTA does fund program activities that directly benefit the students involved in the arts education program, including art supplies, artist's salary, costume materials, supplementary educational materials, etc.
8. OFFTA does not fund OUSD teachers' pay, transportation costs, field trips, food, non-program-related supplies, etc.

6. **Contact information** (name/email/phone/fax) for the **school principal(s)** for each location where instruction will be provided:

*Please attach a letter from the principal(s) indicating support of school your program.

7. **Funding** Attach program budget detailing costs and revenues for the entire program; please be specific about the use of OFFTA funds. Also attach documentation of tax-exempt status.

Total cost of proposed program:	
Funding requested from OFFTA:	
Name of 501(c)(3) Fiscal Agent to whom check will be issued:	
Address where check should be mailed:	
Email/Phone/Fax of Program Administrator and/or Fiscal Agent* to whom check will be sent:	

*Please explain the relationship to Fiscal Agent if different from the Program Administrator

8. **Program Administrator(s)** Person(s) who will execute Program Agreement and submit Final Report:

Name/Title:	
Organization:	
Full Address:	
Email/Phone/Fax:	
Date:	

9. **Person preparing** and submitting this Request for Funding

Name/Title:	
Organization:	
Full Address:	
Email/Phone/Fax:	
Date:	

10. Attachments

- Narrative of the program with stated goals
- Program artist/applicant résumé(s)
- Letter or MOU (Memo of Understanding) from the school principal
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- IRS 501(c)3 documentation from program organization or fiscal agent

11. Instructor-Student Time Worksheet

How many instructors will participate in this program per semester?

Will the instructors be teaching in teams together (simultaneously) or individually (sequentially)?

Please complete appropriately one of the following tables to determine how many instructor-taught program hours will be provided to students during the course of one semester:

Individual Instructor (for ONE artist/instructor or multiple artist/instructors who teach sequentially over the semester)

		Instructor #1	Instructor #2	Instructor #3
A.	Hours taught per class session			
B.	Classroom sessions per week			
C.	Children per session			
D.	Weeks per semester			
	Sub-total (multiply A x B x C x D):			

TOTAL HOURS (add sub-totals for all columns and enter here and for Item #3):

Team Instruction (for one or more TEAMS of two or more instructors who teach together)

		Team #1	Team #2	Team #3
A.	Number of instructors in a team			
B.	Hours team-taught per class session			
C.	Classroom sessions per week			
D.	Children per session			
E.	Weeks per semester			
	Sub-total (multiply A x B x C x D x E):			

TOTAL HOURS (add sub-totals for all columns and enter here and for Item #4):

Mail completed application to:
 Oakland Fund for the Arts
 P.O. Box 29022, Oakland, CA 94604