

Instant Arts Classroom Funds

Application Guide

What are Instant Arts Classroom Funds?

These funds are granted to teachers to fund arts projects throughout the school year. Teachers can use funds to take their student on a field trip to a cultural event or museum, or bring a teaching artist into the classroom!

Instant Arts Classroom Funds Guidelines

Teachers should remember the following guidelines when applying for Instant Arts Classroom Funds:

1. Teachers from any grade level, from any public or parochial school in Adams County are eligible to apply.
2. Requests will be accepted up to a maximum of \$150 for one trip to a museum, cultural arts event, like a Muddy River Opera or Quincy Community Theatre production, or to host a teaching artist (visual arts, music, theatre, dance or humanities) in the classroom.
3. Teachers may apply for one grant per semester, Oct.-Dec. 2018 and Jan.-June 2019. If more than one application by a teacher is submitted, additional grants will be distributed based upon fund availability. Two requests per teacher maximum. Please indicate your first priority and second priority.
4. Up to 1/3 of funds requested can be used for either supplies or transportation.
5. Multiple teachers can coordinate to utilize funds for programs exceeding the individual maximum of \$150. One teacher may apply on behalf of multiple classrooms as long as the individual request does not exceed the maximum of \$150. This will count as one grant application for the organizing teacher only.
6. Teachers must have definite dates and program picked before applying for funds.
7. Applications must be submitted by September 30, 2018 via email to office@artsquincy.org, hand delivered to the Arts Quincy offices at the Oakley-Lindsay Center or mailed to 300 Civic Center Plaza, Suite #244, Quincy, IL 62301.
8. Teachers will be notified via email as to the status of their grant application.
9. Funds will be sent to your school approximately one month prior to the arts event.
10. **Please be thoughtful** with your answer to the application question about why these funds are important for you and your students. This information is very crucial for Arts Quincy to use when securing future funds. Email photos or additional comments to office@artsquincy.org. **This question was previously on the evaluation form. Brief evaluations will be sent in an email after your event.*



How to Apply

1. Choose an activity from our Community Arts Resource Guide (artsquincy.org/ResourceGuide) and contact the provider to arrange a proposed date. Be sure to get estimates for any materials or transportation costs!
2. Fill out the Arts Quincy Application (artsquincy.org/InstantArts) and email it to office@artsquincy.com or drop it off at our office in the Oakley Lindsey Center. **Due on Sept. 30, 2018!**
3. Arts Quincy will notify you via email if your application has been funded!
4. Funds will be sent to your school about a month before your scheduled event. Brief evaluations will be sent in an email after your event. We would also appreciate any pictures from your activity. Please send pictures to office@artsquincy.org.

2018-19 Instant Arts Classroom Funds Request

Program Details:

Arts Event: _____

Date of Arts Event: _____

Classroom Information:

Teacher: _____ Grade: _____

School: _____ Number of students impacted: _____

Address: _____

School phone number: _____ Cell phone number: _____

Email: _____

Principal Name: _____ Email: _____

Demographics For Granting:

Art Event attendance: Students: _____ Faculty: _____ and/or Parents: _____ Total: _____

(For internal data only,) Approximately how many of the students have:

IEPs/504 plans: _____ Free or Reduced Lunch: _____ Identify as Minorities: _____

***Required.** Why is the Arts Quincy Instant Arts Program important for you and your students?

Program Budget:

Amount for program: _____

Amount for transportation/supplies: _____

Total Grant Request: _____

Return this form to:
Arts Quincy
300 Civic Center Plaza, Suite #244
Quincy, IL 62301
OR via email to office@artsquincy.org.

Requests must be submitted by
September 30, 2018. Additional forms can be
downloaded at artsquincy.org/instantarts.

