

# 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. 2019 and Jan.-June 2020. 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 make arrangements with a service provider and have proposed dates picked before applying for funds.
7. Applications must be submitted by September 20, 2019 via email to [office@artsquincy.org](mailto: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](mailto: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](http://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](http://artsquincy.org/InstantArts)) and email it to [office@artsquincy.com](mailto:office@artsquincy.com) or drop it off at our office in the Oakley Lindsey Center. **Due on Sept. 20, 2019!**
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](mailto:office@artsquincy.org).

# 2019-20 Instant Arts Classroom Funds Request

## Program Details:

Arts Event: \_\_\_\_\_

Date of Arts Event: \_\_\_\_\_

## Classroom Information:

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

School phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Email: \_\_\_\_\_

## Demographics For Granting:

Art Event attendance: Students: \_\_\_\_\_ Faculty/Staff and/or Parents: \_\_\_\_\_

(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](mailto:office@artsquincy.org).

Requests must be submitted by  
September 20, 2019. Additional forms can be  
downloaded at [artsquincy.org/instantarts](http://artsquincy.org/instantarts).

