

ORGANIZATIONAL ADVANCEMENT FUND CULTURAL LEADERSHIP GUIDELINES & APPLICATION

The Rasmuson Foundation's Cultural Leadership program is designed to help professional staff, board, and/or volunteers working in Alaska's art and cultural non-profits access tools, develop practical skills, and cultivate support systems they need to be successful leaders.

Grants will fund activities that allow individuals to learn new approaches to programming, audience development, fundraising, finance, governance, planning, technology, and evaluation through direct participation in conferences, workshops, internships, and other similar opportunities.

Grants are made to benefit individuals through their organization. Examples of possible grants include, but are not limited to:

- Travel and registration fees for staff, volunteer(s), and/or board member(s) to attend an annual conference that offers leadership development programs and tools for arts professionals.
- Enrollment fees for staff, volunteer(s), and/or board member(s) to take a local class or workshop.
- Travel and related expenses for a staff member(s) to participate in a workshop, seminar, or internship.

Who May Apply

Alaskan-based art and cultural organizations that have received 501(c) (3) status from the Internal Revenue Service and are classified as "not a private foundation" under section 509 (a) of the Code, or organizations with equivalent status may apply on behalf of their staff, board, and/or volunteers. Individual(s) who have been working with an organization for at least one year.

Restrictions

- An organization may only submit one application per calendar year.
- An organization may submit one application that requests Cultural Leadership funds for up to three individuals to attend the same activity or distinct independent activities.
- Cultural Leadership grants are limited to one award per individual per year.
- Grant recipients must complete their project and close the grant before a new request will be considered.
- Rasmuson Cultural Leadership program awards will not exceed \$3,000 per calendar year, per organization.

Eligible Expenses

Travel, per diem (meals and incidentals up to \$50 per day), lodging, class, workshop or conference fees.

Grant Awards

Receipients must pay expenses up-front, and will be reimbursed upon presentation of actual receipts. Reimbursement will not be made without receipts.

Deadlines

Applications for the Cultural Leadership program are accepted on an ongoing basis. Please submit your request at least 90 days prior to the proposed activity(ies). Applications submitted after the activity will not be considered. Awards are made on a first-come, first-serve basis.

Give yourself adequate time to complete the application. Make sure that all materials have been included and are presented in the best manner possible. Incomplete applications will automatically be rejected and returned.

STEP 1. Prepare Application Materials

Applications that are submitted incomplete or do not follow the instructions will not be considered.

Required Application Materials

The original and one copy of the following:

- Application coversheet
- Project description one (1) for each individual)
- Project budget one (1) for each proposed individual)
- Resume(s) of participating staff
- Current organizational operating budget
- Prior year organizational income/expense report
- Copy of organization's 501(c)(3) determination letter
- Board member contribution form listing individual board member giving within past 12 months.

General Instructions for application materials:

- Application should be typed with a font no smaller than 12 pt., on single sided white 8.5" x 11" paper with 1" margins.
- If handwritten, make sure materials are legible. Print if necessary.
- Send only materials that are specifically requested in this application.
- Paperclip each set of application materials (the original set and three (3) collated photocopies).
- Do not use staples, binders, or folders when submitting materials.
- Label each page with the organization's name on the bottom right corner.

A. Complete and sign the Organizational Advancement Fund Application Coversheet

B. Project Description *(please provide a project description for each individual applicant).*

Provide a narrative of no more than one (1) page describing the planned activity by responding to the following questions:

1. Name and title of employee(s), board member(s), or volunteer(s) attending the activity. Length of time working with the organization. Length of time in current position.
2. What is your organization's budget for professional development?
3. Describe the activity that the individual proposes to participate in? When and where?
4. Why is this opportunity of value to the individual at this time? Discuss the impact and outcomes the individual hopes to achieve by participating in this activity.
5. What other professional development opportunity(ies) has the individual (as part of his/her employment with the organization) participated in? If any, list what and when.

C. Complete a Project Budget Sheet for each individual applicant

D. Resume

Submit the professional resume(s) of participating individual(s).

STEP 2. Application Mailing and Questions

Mail or hand-deliver your completed application by the stated program deadlines to:

Cultural Leadership Program
Rasmuson Foundation
301 W Northern Lights Blvd., Suite 400
Anchorage, Alaska 99503

Faxed or emailed applications will not be accepted. If you have questions about any part of the Rasmuson Organizational Advancement Fund or the application process, please call (907) 297-2700 or (877) 366-2700 (toll-free within Alaska).



**ORGANIZATIONAL ADVANCEMENT FUND
CULTURAL LEADERSHIP APPLICATION COVER SHEET**

Organization _____

Contact Name _____

Tax ID# _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Fax _____ e-mail _____

Prior Year Operating Income _____ Prior Year Operating Expense _____

Current Year Operating Budget _____ Professional Development Budget _____

Request Amount _____

Name(s) of participating individual(s)

I certify that the information contained in this application, including attachments and support materials, is true and correct to the best of my knowledge. I am authorized to legally obligate the grant applicant.

Signature of Authorizing Official _____ Date _____

Typed Name _____

Title _____

Contact phone _____ e-mail _____



**ORGANIZATIONAL ADVANCEMENT FUND
CULTURAL LEADERSHIP APPLICATION BUDGET FORM**

Name of Individual Applicant _____

Name of Organization _____

Expenses

List all expenses related to the proposed project by category
(workshop fees, transportation, per diem, hotel, etc.)

Project Expenses	Amount
Registration/workshop fees.	_____
Airfare	_____
Ground transportation	_____
Materials/supplies	_____
Per diem ____ days @ \$50 per day	_____
Lodging	_____
Other (please describe)	
_____	_____
_____	_____
_____	_____
_____	_____

Total Expenses _____

Amount requested **_____**