



# The Kennedy Center

## Kennedy Center Alliance for Arts Education Network



## Member

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## Application and Instructions

**The mission of the KCAAEN is to promote learning in and through the arts for all students.**

*The KCAAEN was formed in 1973 as a program of the Education Department of The Kennedy Center. KCAAEN is funded by the U.S. Department of Education and the Kennedy Center Corporate Fund.*

# Kennedy Center Alliance for Arts Education Network (KCAAEN) Member Application Instructions

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## INTRODUCTION

Kennedy Center Alliance for Arts Education Network (KCAAEN) Membership is subject to the KCAAEN Membership criteria listed in the KCAAEN Structure Document (updated 2005), and to review and approval by The Kennedy Center. The Kennedy Center awards KCAAEN Member status at its sole discretion.

Membership is established through the submission and approval of a Membership Application. Membership Applications are accepted on an on-going basis. Applicants should allow at least 30 days for review of the Member Application.

State Alliances that wish to maintain KCAAEN Member status must have a Membership Application on file and submit a complete and accurate KCAAEN Profile Form annually. Members in good standing are eligible to apply annually for a Project Grant, depending upon the availability of funds. KCAAEN Members are not required to apply for Kennedy Center grant funds. KCAAEN Member organizations that do not wish to apply for grant funds must still file a Profile Form each year in order to maintain their Member status in the KCAAEN.

Following conversation with the Kennedy Center, applicants should complete and submit the application materials described in the pages that follow to:

KCAAEN  
Education Department  
The Kennedy Center  
Washington, D.C. 20566-0001  
202-416-8817

## INSTRUCTIONS:

Please complete the attached KCAAEN Member application form along with the following information.

1. Please provide the official name of your state Alliance organization (i.e., as it appears on incorporation and/or by-law documents).
2. List the permanent address, phone number, fax number and email address of your State Alliance (i.e., established for the purpose of carrying out the work of the board of directors, responding to inquiries, and disseminating information).
3. Please provide the name, address, phone number, fax number and email address of the state Executive Director (if applicable) and state Chair. Should any change take place during the year, State Alliances are **required** to notify the Kennedy Center **in writing** of these changes.
4. Attach a copy of your mission statement. This mission statement should reflect the mission and goals of the Kennedy Center Alliance for Arts Education Network. Please refer to the Mission statement in the KCAAEN brochure.
5. Attach a narrative (no more than three pages) describing how the activities of your organization address your mission and goals. As part of this narrative, applicants for Member status should submit:
  1. A list of key programs and/or projects sponsored and/or co-sponsored by your organization within the past year, indicating the dates in which these activities occurred.
  2. A list of key advocacy activities, which your organization has pursued within the past year, indicating the dates in which these activities occurred.

3. A list (if applicable) of current periodicals and/or publications produced by your organization.
  4. A list (if applicable) of awards/special recognitions **presented** by your organization within the past year, indicating the dates when these awards were presented. Please include the name of the award/special recognition and to whom it was presented.
  5. A list (if applicable) of awards/special recognitions that your organization **received** within the past year, indicating the dates these awards were received.
6. Please indicate which of the KCAAEN Membership Criteria listed below your organization has already met:
- a. Develop and adopt (by the organization's board of directors), a mission statement which has arts education as primary or central to the work of the organization, including working to ensure the arts are a critical and essential component of K-12 education, thereby reflecting the shared mission and goals of the Kennedy Center Alliance for Arts Education Network (KCAAEN).
  - b. By-laws must state the name of the organization to include the following statement: <organization name> "is a Member of the Kennedy Center Alliance for Arts Education Network" (This may be an attached amendment to current by-laws. Applicants should state willingness to comply with this criterion.) With the approval of the Kennedy Center, the name of the current organization may remain, but new member organizations are encouraged to adopt the name "<state> Alliance for Arts Education".
  - c. Agree to acknowledge KCAAEN membership on all printed and published materials (including stationery, press advisories, web-sites, and other announcements) through use of this statement, "The <name of organization> is a Member of the Kennedy Center Alliance for Arts Education Network" in order to heighten the profile of and support the collective voice of the KCAAEN.
  - d. Secure and maintain tax exempt, (501)(c)(3) status, as a state not-for-profit organization pursuant to federal and state guidelines and regulations. A copy of the most current state documentation regarding this status must be filed with the Kennedy Center. (Applicants for Member status must provide a copy of the most recent annual report or other documentation required of non-profit organizations by your state to keep your 501(c)3 status active.)
  - e. Establish and maintain a statewide board of directors that reflects the geographical and cultural diversity of the state leadership including individuals from education, arts, community, and corporate sectors who are responsible for planning and guiding the work of the organization.

Applicants for Member status should provide:

1. A list of current board of directors or committee in progress. Include the professional affiliations, minority representation, addresses, and telephone numbers of each board member.)
  2. Board minutes recorded within the past year.
- f. Establish a permanent address and designate an Alliance phone number for the purposes of carrying out the work of the board of directors, responding to inquiries, and disseminating information.
  - g. Develop and implement a three-year organizational work plan which addresses state and KCAAEN goals and initiatives with an emphasis on building public awareness of the importance of arts education (advocacy), development of an infrastructure for arts education based on strong state and local partnerships, and providing services designed to address specific state issues and needs in arts education. (Applicants for Member status

should submit the current year's plan plus projected plans for one year plus a paragraph regarding future plans as part of their application materials.)

- h. Maintain on-going documentation and records of the Alliance activities and accomplishments.
7. Participate in the KCAAEN Annual Leadership Meeting (all KCAAEN members are encouraged to attend the entire KCAAEN Annual Meeting. The attending representative must be the executive director, unless there is no paid staff, or the Kennedy Center approves waiver of attendance by the executive director due to extenuating circumstances.)
8. Attach a plan that includes how your organization will meet those areas of eligibility not yet met. The plan must include a timeline.
9. Complete the enclosed financial statements.  
A State Alliance applying for the KCAAEN Member status must file a report which includes the enclosed financial statements and a financial review or audit (not a compilation) completed within the last 9 months and reviewed by an accounting professional who is not associated with the organization.

**If the organization is an outgrowth of an existing entity**, sources of any funding and expenditures for this existing entity should be submitted for the most recently completed fiscal year. **An outside review or audit is desired.** If this is not available, a written explanation should be provided regarding the availability of financial statements and reports so that an appropriate determination can be made regarding what is needed to meet Member eligibility requirements.

**If the applicant is not currently an organization or committee with a cash budget of more than \$1,000**, please indicate future sources and levels or revenue anticipated.

#### **Fiscal Year**

On the "Statement of Revenue and Expenses," be sure to indicate the starting and ending dates of your most recently completed fiscal year. Please complete the "Balance Sheet" so that it corresponds with the "Statement of Revenue and Expenses." Two signatures are required. These should be the chair/president and/or the treasurer or outside bookkeeper.

New organizations should indicate anticipated starting and ending dates for their fiscal year. Most Alliances have one of the following fiscal years:

- July 1 – June 30
- October 1 – August 30

10. Please ensure that the application is signed by two representatives of the committee or organization applying for KCAAEN membership. Existing organizations should have signatures of both the chair/president and executive director (if applicable).

# Kennedy Center Alliance for Arts Education Network (KCAAEN) Member Application

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Please indicate proposed name of your State Alliance \_\_\_\_\_

1. Name of applying organization \_\_\_\_\_

2. Primary Contact Person \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

3. Permanent Address for State Alliance:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

4. Second Contact person: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

5. Attach a copy of your mission statement. This mission statement should reflect the shared mission and goals of the Kennedy Center and the Kennedy Center Alliance for Arts Education Network.

6. Attach a narrative (two-five pages) describing how the activities of your organization address your mission and goals. (Refer to item 5 above for further details on what to submit.)

7. Please indicate which of the KCAAEN Member Criteria listed below your organization has already met.

- \_\_\_\_\_ Mission Statement
- \_\_\_\_\_ By-laws in place
- \_\_\_\_\_ By-laws indicate State Alliance name in accordance with KCAAEN criteria (refers to item 6b)
- \_\_\_\_\_ By-laws to include KCAAEN membership pending approval of this application
- \_\_\_\_\_ All printed and published materials (including web-sites) to acknowledge KCAAEN membership pending approval of this application)
- \_\_\_\_\_ (501)(c)(3) status in place; copy of state non-profit filing enclosed
- \_\_\_\_\_ Federal Identification number \_\_\_\_\_  
*If not incorporated yet, list name \_\_\_\_\_ address \_\_\_\_\_ Federal ID# \_\_\_\_\_*  
*for the organization serving as fiscal agent, along with a letter indicating their willingness to serve as the Alliance fiscal agent.*
- \_\_\_\_\_ Statewide, representative board of directors (enclosed list described in item 6e)
- \_\_\_\_\_ Board minutes from the last year enclosed
- \_\_\_\_\_ Permanent address and designated phone number, noted above
- \_\_\_\_\_ Three-year organizational work plan (Current year; one year projected; plus one paragraph describing the future. Refer to item 6g)
- \_\_\_\_\_ Agreement to on-going documentation of activities
- \_\_\_\_\_ Agreement to participate in the Annual Meeting
- \_\_\_\_\_ Signatures on financial statements and application

8. Attach a plan that describes how you plan to meet those areas of eligibility that you have not yet met; include a timeline.

9. Complete the enclosed financial statements. (Base these upon the most recently completed fiscal year.)

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Application submitted by:

Print Name 1 \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Position with current organization or State Alliance \_\_\_\_\_

Print Name 2 \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Position with current organization or State Alliance \_\_\_\_\_

Send application to: Kennedy Center Alliance for Arts Education Network  
John F. Kennedy Center for the Performing Arts  
2700 F Street, NW  
Washington, DC 20566-0001

# FY200\_ Statement of Revenue and Expenses

\_\_\_\_\_ Name of Organization

What are the dates of your fiscal year \_\_\_\_\_ to \_\_\_\_\_

	Past Fiscal Year	Current Fiscal Year
<b>Revenue</b>	<b>Actual</b>	<b>Actual</b>
Fund Balance Beginning of Fiscal Year (Carry forward fund balance from end of previous fiscal year)		
Kennedy Center Funds		
Federal Grants		
Actual State Grants		
Actual Foundation Grants		
Actual Corporate/Business		
Actual Individual Donations		
Membership Dues		
Other Earned Income		
Interest		
<b>TOTAL REVENUE</b> (Total of all lines above, including fund balance.)		
In-kind (Do not add into Total Revenue)		

	Past Fiscal Year	Current Fiscal Year
<b>Expenses</b>	<b>Actual</b>	<b>Actual</b>
Salaries		
Salary Benefits		
Professional Fees		
Travel		
Supplies and Equipment		
Printing and Copying		
Telephone		
Postage		
Rental space		
Other**		
<b>TOTAL EXPENSES</b>		

\*\* If this is a considerable amount of money (i.e., 15% or more of total expenses) please provide more detail on an attached page.

**EXCESS OF REVENUE  
OVER EXPENSES**

(Fund Balance End of Fiscal Year) \_\_\_\_\_

Treasurer or bookkeeper's signature \_\_\_\_\_ Date \_\_\_\_\_

Chair/President's signature \_\_\_\_\_ Date \_\_\_\_\_

(Note: One signature can be the paid Executive Director. If so, the second signature **must** be a board member)

# Report Balance Sheet

\_\_\_\_\_ Name of Organization

## Balance Sheet as of the Last Day of Your Fiscal Year

### ASSETS:

### Most Recently Completed Fiscal Year

Cash unrestricted \_\_\_\_\_

Cash restricted \_\_\_\_\_

Grants receivable \_\_\_\_\_

Other receivables \_\_\_\_\_

TOTAL ASSETS \_\_\_\_\_

### LIABILITIES AND FUND BALANCE:

Current Liabilities-accounts payable and accrued expenses (estimated amount) \_\_\_\_\_

Fund Balance \_\_\_\_\_  
(This **must** match the Fund Balance from Statement of Revenue and Expenses)

TOTAL LIABILITIES AND FUND BALANCE \_\_\_\_\_

A Year-End Financial Review or Audit (Compilation is **not** acceptable) is enclosed with this Final Report. YES \_\_\_\_\_ NO \_\_\_\_\_\*

\* If "NO" please attach a letter of explanation regarding its lateness and when it will be submitted to the KCAAEN office.

Treasurer or outside accountant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/President's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: One signature can be the paid Executive Director. If so, the second signature must be a board member)