



P.O. Box 477, Wurtsboro, NY 12790  
73 Sullivan Street  
[www.waagallery.org](http://www.waagallery.org)

**2024 DVAA GRANT CLASS PROPOSAL FORM**

( Class proposals should be submitted to the Board one month before start of class.)

Instructor Name \_\_\_\_\_ Date submitted: \_\_\_\_\_  
(Please submit separate sheet with bio information.)

Name of Class \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Date(s): \_\_\_\_\_

Duration: \_\_\_\_\_ Time: \_\_\_\_\_

Minimum Students # \_\_\_\_\_ Maximum Students # \_\_\_\_\_

Age range: \_\_\_\_\_ Restrictions: \_\_\_\_\_

Fee to Student: Suggested Donation minimum \$5 \_\_\_\_\_

Materials list (\*for students to bring) or Instructor to Provide (please check) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please see 2<sup>nd</sup> page for Grant Expectations and Read Carefully.

Education Committee: Date received: \_\_\_\_\_

\_\_\_\_\_ Approved as is \_\_\_\_\_ Denied – Reason \_\_\_\_\_

\_\_\_\_\_ Approved with the following changes: \_\_\_\_\_

Classes are to be taught by active members of the Wurtsboro Art Alliance, hereafter referred to as WAA. Classes are to be taught at the WAA gallery unless otherwise noted. Classes will run a minimum of 2 hours, instructors to be paid \$50 per hour, with no commission to the WAA. The instructor will be responsible for set up and clean up of classes. A volunteer member of the WAA can serve as an unpaid aid to help with set up, clean up and help during the class, if requested.

Maximum number of students per class is to be determined by the instructor. Maximum amount of supplies not to exceed \$100 per class unless previously agreed upon by coordinator. Instructor should consider an "end of enrollment date" to avoid walk-ins and over enrollment.

Instructors must have the Course Registration Form and Class Attendance Form filled out at the time of class and submitted into the Folder for Grant Class Attendance in the desk draw in the front room. Copies of these forms will also be in that draw.

### **SUPPLIES:**

Receipts for materials that you wish to be reimbursed for MUST be handed in when class registration takes place. Unused supplies become the property of the WAA.

It is suggested that instructors check available supplies at the WAA no less than 3 weeks before class date and submit reservations for existing supplies to the Education Committee. The Education Committee will respond with availability of supplies in the event that duplicate requests are made.

Teaching fees will be paid the month following the class.

The WAA will post class information, supplied by the instructor and pertaining to the class, at the gallery. A sample of the finished project or example of technique should be provided for display and advertising purposes. The WAA will also post on the WAA Facebook (and social media art sites) and Website sites and be included in the Canvas press release and ad prior to class date when possible.

Registration forms and review forms will be the property of the WAA, copies will be supplied to the instructor upon request.

Photos from the class may be posted to the WAA Facebook and Website pages with approval of the instructor and **attendees** for advertisement purposes.

As these classes are funded by grants to help engage and encourage the local communities to take part in the arts, members of the WAA wishing to attend an event will be placed on a waiting list if space becomes available.