



Wurtsboro Art Alliance

DVAA Grant Class Proposal Form

Class proposals should be submitted to the Board **ONE MONTH BEFORE** start of class.

(PLEASE PRINT)

DATE SUBMITTED: _____

INSTRUCTOR NAME: _____

Last

First

Instructor, please submit separate sheet with bio information.

NAME OF CLASS: _____

PROPOSED DATE(S): _____

TIME: _____ DURATION: _____

MIN. STUDENTS #: _____ MAX. STUDENTS #: _____ AGES: _____

STUDENT FEE: _____

Suggested minimum donation of \$5

LIST OF MATERIALS: _____

Students Should Bring Instructor Will Provide

Please see next page for grant expectations and read carefully.

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For Education Committee Only - Do Not Write Below This Line

Date Received: _____ Admin Initials: _____

Approved As Is Denied Reason(s): _____

Approved With Following Changes: _____



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(continued)

- Classes are to be taught by active members of Wurtsboro Art Alliance, hereafter referred to as WAA. Classes are to be held at the WAA gallery (73 Sullivan Street) unless otherwise noted. Classes will run for a minimum of two (2) hours and instructors are to be paid \$50 per hour with no commission to WAA. Instructors are responsible for class setup and cleanup. If requested, a volunteer member of the WAA can serve as an unpaid aid to help with setup, cleanup and to help during the class.
 - The 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. The 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 drawer in the front room. Copies of these forms will also be in that drawer.
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- Receipts for the materials 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 three (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.
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- Teaching fees will be paid the month following the class.
 - 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. WAA will also post class information on the WAA website, Facebook and Instagram accounts, and included in a *Canvas* press release and advertisement 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 website, Facebook and Instagram accounts 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.