

THE ELLENE “BRIT” CHRISTIANSEN MEMORIAL FUND

Guidelines for Requesting Funding

The Brit Fund Mission is to “Introduce, encourage and support the artistic development of young people with disabilities”. Our Goal is to “Continue Ellene’s dream of enabling young people with disabilities to think creatively and recognize their abilities – not their limitations”.

Our financial support may be used for the following priorities:

- 1) purchase of art supplies for use by a child or children in a recognized art-oriented program*;
- 2) purchase of assistive technology devices for use by the child or children and which they may retain after it ends;
- 3) Scholarships for a child or children who need financial support in order to attend a recognized program;
- 4) A purpose not listed above for which a critical need can be shown and for which there is no other funding available (documentation required).

*** “RECOGNIZED ARTS-ORIENTED PROGRAM IS BROADLY DEFINED AS ANY PROGRAM WITH A SPONSORING ORGANIZATION SUCH AS A CHURCH, SCHOOL, NONPROFIT AGENCY, AND SO ON”.**

Attached please find a series of questions which must be answered and submitted electronically to:

Tricia Lane-Forster
britmemorial@gmail.com

The Brit Fund intends to contract for these funds with a single entity. For example, this may be a teacher in a single classroom and just one eligible student; a class of schoolchildren, some or all of whom are eligible; a summer camp program; an after school program; an arts council program; a scout troop; home schooled children; etc.

Please indicate who will be entering into an agreement with us. Also, include the name and contact information for the person with whom you want us to communicate about this application. This person will be responsible for submitting all reports to the Brit Fund Board. These will be designed based on the agreement to be signed by both parties. Required elements will include demographic, budgetary and programmatic aspects along with measurements of the progress made by participants.

Finally, brevity and completeness are the keys to a successful application! Some questions may not apply to your request.

BIDDER QUESTIONS

1) The Student(s)

- What is the age of the child or range of the children who will participate?
- Please provide the type(s) of disabilities he/she/they may present.
- How many children do you intend to serve?
- What assistive technology devices do you think you will need to have available?
- What standard(s) will you use for awarding scholarships? (e.g., household income/federal poverty; HUD Low/Mod guidelines; exceptional ability; other?)

2) The Contracting Entity

- How long (number of days/months) will the program be in operation?
- What are the start/end times each day?
- Please describe the location of the program. Is the location itself totally accessible according to current ADA standards?
- What is the anticipated staffing ratio expressed as children/staff member?
- Will you use volunteers in lieu of paid staff members?

3) The Program

- Please describe the types/styles of art for which instruction will be offered.
- What qualifications will you require of staff? Volunteers?
- Please provide an organizational chart showing the staffing pattern.
- What type(s) and amount(s) of insurance will be covering the children and staff?

4) The Budget

- On a separate page please provide a detailed budget request.
- The budget request must include information about the items you intend to purchase; the quantities you anticipate will be needed; the justification for the amount of money determined to be an individual scholarship; and, how many scholarships you intend to award.
- It is appropriate to use estimates wherever firm information is not yet available and the basis for the estimate(s) is (are) satisfactorily explained. The Brit Board will assess the estimate(s) and explanation(s) for any future funding decisions(s).
- Please also indicate any other funds you intend to use to support the child or children specifically included in this request. You should list the amount(s), source(s), and whether pending or secured; any in-kind support anticipated; and, the amount of volunteer time you will be seeking. The latter should be expressed in terms of \$10/volunteer hour unless you expect a volunteer(s) with a specialized skill (e.g., physician, therapist, etc. – use \$25/hour if he/she is using that specialized skill).

If there is any other information we need to know about your request please add it to the narrative page. Your application (narrative and budget combined) should not exceed four pages.