

# **Arkansas Humanities Council**

## **Friends of Mosaic Templars Cultural Center**

### **Excursion Grant Application Guidelines**

#### **Who May Apply**

The Arkansas Humanities Council invites grant applications from kindergarten through twelfth grade public, private, or parochial schools within Arkansas.

#### **Eligibility Requirements**

To apply for a Friends of Mosaic Templars Cultural Center Excursion grant, the applicant organization must meet the requirements set forth by the Arkansas Humanities Council:

- All group visits (grades K-12) must be scheduled in advance by calling the MTCC Education Department. This will ensure that your students receive the best possible tour or program. Once scheduled, pre- and post-visit materials will be provided along with written confirmation of your visit. For more information, please go to the MTCC website: [www.mosaictemplarscenter.com](http://www.mosaictemplarscenter.com).
- Review tours and programs offered by the Mosaic Templars Cultural Center before calling. Have a first- and second-choice date and program just in case. Applicants are encouraged to review information on grant deadlines and the application process found in the guidelines below.
- Once you have spoken with a member of the Education Department staff and selected a date, time, and tour/program, you will receive a Confirmation Sheet via email or postal mail from Mosaic Templars Cultural Center. Please submit a copy of the confirmation form along with the application.
- Arrange to have (1) adult chaperone per (10) students (grades 4-12) or (1) adult chaperone per (8) students (grades K-3).
- For an application to be considered, the school principal must approve and sign the cover sheet accompanying the grant application.
- The grant period must not exceed one year.
- The grant request must not exceed the \$1,000 limit. A detailed budget is required.

## Eligible Activities

Friends of Mosaic Templars Cultural Center Excursion Grant may be used for the following.

- Books pertaining to African American history and culture (individual and classroom sets)
- Field trips (bus driver fees, fees for the use of the bus, and entrance fees.)
- Substitute teachers (licensed or non-licensed)

## Deadline for Submission

Applications for Friends of Mosaic Templars Cultural Center Excursion grant must be postmarked by the first of each month except December, when no grants are awarded.

Please mail the **original signed application and six copies** to Jama Best, Senior Program Officer, Arkansas Humanities Council, 407 President Clinton Avenue, Suite 201, Little Rock, AR 72201.

## Grant Period

The following timeline for processing grant applications and implementing projects is stated below.

- Deadline for submission: First day of each month
- Grants awarded: During the last week of each month, except December.
- Funds availability: On or around the 15<sup>th</sup> day of the month following the month in which application is received and awarded.
- Grant evaluation report deadline: Final reports are due 90 days following the end date of the grant period.

## Applications

Applications for the Friends of Mosaic Templars Cultural Center Excursion grant may be obtained through the Arkansas Humanities Council website [www.arkhums.org](http://www.arkhums.org) or by contacting Jama Best, Senior Program Officer, Arkansas Humanities Council, 407 President Clinton Avenue, Suite 201, Little Rock, AR 72201, 501.320.5761 or [jamabest@sbcglobal.net](mailto:jamabest@sbcglobal.net).

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