

Indiana Arts Commission
Statewide Arts Service Organizations - 08-0003

Applicant:
Phone:
Email:

Indiana Arts Commission

Program: Statewide Arts Service Organizations

Statewide Arts Service Organizations - 08-0003

Art Education Association of Indiana

Grant Application

Indiana Arts Commission
Statewide Arts Service Organizations - 08-0003

Applicant:
Phone:
Email:

INGA User Profile - Organization

Name Art Education Association of Indiana
FEIN #: 35-1946619
Address 626 Cottage Avenue
Indianapolis, Indiana 46203
County: Marion
Main Contact Phone #: (317) 938-8956
Website: www.aeai.org
Authorizing Official:
Name: Despi Mayes
Title: Grants Volunteer
Phone: (317) 938-8956
Email:
U.S. House Congressional District: 7
IN Senate district #: 36
IN House district #: 100
D-U-N-S #: 615686479
Public Entity? This organization is an Indiana Public Entity
Organization Arts Discipline: Visual Arts
Organization Status: Organization - Non-Profit
Type of Organization: Union/Professional Association
Organization FY: Dec 31st-Dec 31st
Are you a non-profit organization? Yes
Incorporated? Yes
Tax Exempt (through IRS): Yes
Date Inc./Founded: Jan 1st, 1950
Date received IRS tax-exempt status: Jan 1st, 1976
State in which organization is incorporated: Indiana
Are you a foreign corporation doing business in Indiana? No
Email:
Race/Ethnicity: 50 percent or more White

Indiana Arts Commission
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Applicant: _____
Phone: _____
Email: _____

Applicant Information

Contact:

Name: Despi Mayes
Title: Museum Division Representative
Phone: (317) 938-8956
Fax: () -
Email: _____

Mission:

The Mission of the Art Education Association of Indiana is to continually promote, advance and improve art education in Indiana.

Project Discipline: Visual Arts
Project Start Date: Jul 1st, 2007
Project End Date: Mar 31st, 2009
Who is your Chief Paid Administrative Staff? McClure, Connie
Resume: [AEAI President Job Desc](#)

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Demographics

	All Persons Served	Governing Body	Volunteers	Staff
<u>Race/Ethnicity</u>				
Asian	15	0	4	0
Black/African American	70	0	7	0
Hispanic/Latino	35	0	3	0
American Indian/ Alaskan Native	5	0	0	0
Native Hawaiian/Pacific Islander	0	0	0	0
White	625	30	16	0
Total	750	30	30	0
<u>Age</u>				
Total Children (under 18)	0	0	0	0
Total Seniors (over 65)	95	8	6	0
<u>Disability</u>				
Total Persons with Disabilities	65	2	1	0

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Proposed Service Area

Counties in which Grant Activities will occur:

Adams, Allen, Bartholomew, Benton, Blackford, Boone, Brown, Carroll, Cass, Clark, Clay, Clinton, Crawford, Daviess, Dearborn, Decatur, DeKalb, Delaware, Dubois, Elkhart, Fayette, Floyd, Fountain, Franklin, Fulton, Gibson, Grant, Greene, Hamilton, Hancock, Harrison, Hendricks, Henry, Howard, Huntington, Jackson, Jasper, Jay, Jefferson, Jennings, Johnson, Knox, Kosciusko, Lagrange, Lake, Laporte, Lawrence, Madison, Marion, Marshall, Martin, Miami, Monroe, Montgomery, Morgan, Newton, Noble, Ohio, Orange, Owen, Parke, Perry, Pike, Porter, Posey, Pulaski, Putnam, Randolph, Ripley, Rush, Scott, Shelby, Spencer, St. Joseph, Starke, Steuben, Sullivan, Switzerland, Tippecanoe, Tipton, Union, Vanderburgh, Vermillion, Vigo, Wabash, Warren, Warrick, Washington, Wayne, Wells, White, Whitley

Describe the makeup of the service area. Examples such as a rural, underserved, urban, economic status:

The Art Education Association of Indiana serves teachers and their students in every Indiana county by offering regional workshops and a statewide annual conference encouraging educators to continually seek professional development that will reach students in all geographic and economic areas. Annual conference workshops include topics that especially encourage inclusion regardless of race, gender, ethnicity, socio-economic status and/ or geographic location.

AEAI members come from each county and participate in organizational events and projects in a number of ways including attending conference, participating in local workshops or contributing to the on-line community of teachers that regularly find opportunities in their own communities via the AEAi listserv. All of these resources intend to serve anyone in need of information or art education services.

NOTE: Marion county is designated as the Primary County due to the largest concentration of membership in this area proportionate to the larger population. AEAi does not intend to serve any county with preference over another.

Primary County: Marion

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Proposal Summary

Summarize your proposal and how you/your organization plans to use the IAC funds requested in this application.

The funds requested from the Indiana Arts Commission would be used to support the presentation of two annual conferences that offer professional development for Indiana educators. The conferences, held in November of 2007 and 2008, will serve approximately 750 teachers. The ideas, activities and presentations will infuse classrooms all over the state reaching over 150,000 students.

The annual event provides resources and opportunities to art educators at every level of instruction from kindergarten to universities. Held in cities around the state, sessions always include hands-on, grade level specific content that teachers can take directly back into the classroom as well as wider discussions allowing exploration of topics such as arts integration, multicultural studies and the role of popular culture in the art classroom. A major component of every conference is also the presence of keynote speakers representing the latest in art education and a representative artist from the national community. Artists such as Chuck Close and Christo and Jeanne Claude have shared their artistic vision with teachers to inspire a new level of excellence in the classroom.

The annual conference is the largest expense in the AEAI budget and is currently sustained largely through member contributions, with additional support from advertising revenue and other corporate contributions. The income generated from conference also supports other regional AEAI programs. As costs of necessary components, such as space rental and honoraria, continue to rise the cost of registration must also increase to sustain AEAI programming unless other funds can be raised. The funds requested from IAC will help prevent increases in teacher registration while maintaining quality programming that will allow participating teachers to reach students all over Indiana.

Governance and Management

Describe the responsibilities of your volunteer governing body. How often does the board meet? Who is the staff person responsible for management and daily operations of the organization? Briefly describe key positions in management (staff and/or volunteer).

The Art Education Association of Indiana is governed by a volunteer, working board comprised of 30 members each focusing on a different area of art education and/or AEAI administration. The organization is managed by a group of officers that include a member-elected president, president elect, secretary and treasurer. The past-president also remains on the board for two years after his or her term of office with administrative responsibilities. The board convenes quarterly to discuss business issues and plan statewide outreach efforts.

Communication between AEAI members and the board is carried out through board members who specialize in particular areas of art education. 10 board members represent, or co-represent, one of seven geographic districts in Indiana and serve as the liaison between AEAI and the teachers in their communities. Seven members represent educational divisions that include, museum education, elementary, middle and high school education, higher ed, retired art teachers and arts administration. The officers, district representatives and division representatives make up the group of voting members of the board.

In addition to the voting members, there are others who specialize in task-oriented contributions such as membership, website management, publications and general technology.

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Narrative

Goals, Activities and Objectives

What is the objective of this project? Describe what your organization plans to do, when the activities will occur, where and how the project will take place, and how the activities will happen. Explain the relationship of your proposal's objectives to your organization's mission/purpose.

AEAI annual conferences offer opportunities for educators to meet, exchange ideas and discover new teaching methods during a 3-day event that incorporates hands-on learning, lectures, and guest speakers, just to name a few activities. The event is hosted at sites around the state often taking advantage of university partnerships to enrich the activities offered through on-site gallery visits, faculty-led sessions and hands-on workshops in classroom spaces. Each year over 40 sessions are offered in addition to lectures, meetings and other activities. Both members of AEAJ and non-member participants attend to take part in the many offerings not available through any other local venue.

In 2007, the annual conference will take place in Indianapolis in partnership with the Herron School of Art and Design. Sessions will be held both at Herron and University Place Conference Center November 1-3, 2007. Educators from around the state will present ideas and activities during break out sessions as well as visiting artists and educators who will offer hands-on workshops to complement and enhance local offerings. The Guerrilla Girls will be featured as the visiting artist keynote.

The 2008 annual conference will venture south to French Lick, Indiana. Every other year the event is held in a city other than Indianapolis to encourage higher participation in other regions while increasing awareness of the local art opportunities in Indiana cities. The 3-day event will take place November 6-8, 2008 and will include the high-quality, dynamic schedule conference participants have come to expect.

As a professional development organization this event is closely related to the mission of AEAJ. Allowing educators to access new ideas and pass along these experiences to students increases the reach of AEAJ exponentially and furthers the field of art education.

Personnel

Who are the key personnel to be involved? How and why were these people selected? Who will manage the project? Describe this person's general responsibilities.

Each year a Conference Coordinator is appointed by the AEAJ President to manage the annual conference. This person works closely with other board members and past coordinators to organize all the event details and create the schedule of workshops and sessions. This person also oversees the budget for the event in collaboration with the AEAJ Treasurer.

The AEAJ President remains active in conference activities assisting the coordinator in meetings, planning and general administrative support. Other board members with interests and experience in specific art and/or education areas support the president and coordinator by offering guidance in the selection of topics and activities that will be relevant to participants.

Both the AEAJ President and 2007 Conference Coordinator attended the National Art Education Association conference in March of 2007 to remain current on trends in art education to further enhance their abilities to lead the state event.

The 2008 Conference Coordinator will be appointed in November of 2007 to assume planning responsibilities for the 2008 conference. With mentoring from the 2007 Coordinator, this person will work with the current and past AEAJ Presidents and assemble his or her own team to implement all of the activities and planning necessary for the event.

Educational Component/Efforts

Describe the educational objectives and activities of the project. Briefly describe your organization's arts education philosophy and outreach activities. If applicable, describe educational activities for children and adults that will take place outside school-based settings.

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The primary goal for the annual AEAI conference is to offer high-quality, engaging professional development for educators that will permeate classrooms at every level of instruction. To reach this goal each year, the conference is developed to incorporate a variety of activities that will excite educators and raise their level of professional excellence. The following is a sampling of topics from last year's conference schedule: "Public Art in a Postmodern World," a discussion for teachers at any level to think about the role of public art in Indiana life. "Making Art History Relevant," targeted middle and high school teachers looking for innovative ways to engage students with the history of art. "Successful Watercolor Projects for Grades K-3," offered teachers new ideas about facilitating meaningful and authentic art making for even the youngest students. This sample realizes the scope of sessions and illustrates how each educator will find opportunities relevant to their classroom and personal art interests.

AEAI board members also organize workshops and other events throughout Indiana over the course of the year to engage art educators. A popular event is Youth Art Month which takes place every March and allows teachers from any Indiana school to submit student art work that is displayed in the Indiana State Capitol Building following a reception that celebrates what the arts in Indiana contribute to education.

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Public Outreach/Audience

Describe the statewide or multi-regional target audience for this project. What under-served populations will be reached? Discuss briefly your organization's accessibility provisions for this proposal (e.g., special seating, adaptive devices, targeted marketing, location of service, low cost ticket, etc.). Describe how your target audience has been involved in the implementation of this project.

Though membership in AEAI is always encouraged at organizational events, it is not required and non-members are welcome to participate in Youth Art Month, Annual AEAI Conferences and other events hosted throughout the year. The primary benefit to membership is the ability to network with other AEAI members to learn about many classroom enrichment tools and resources.

It is this network that has become AEAI's greatest strength in the area of outreach. Teachers at opposite ends of the state can meet in the middle to attend a museum educator open house in Indianapolis, or convene at a university such as Purdue or Notre Dame to participate in a special workshop led by faculty. The effect of this virtual community is the growth of a live one that thrives one workshop at a time until everyone converges on the conference location in November.

The ability to connect with teachers anywhere in the state ensures that students in underserved community such as rural and economically challenged areas are being served through the participation of their teachers who take new lessons, visuals and other materials back to their classrooms empowering them to improve art education.

Additionally, AEAI will provide services, such as an ASL translator, when needed at events to serve those with special needs. It is an organizational goal that art education be as inclusive and inviting as possible to Indiana students and it only makes sense that opportunities for teachers should be as well. To aid in this goal, AEAI maintains a position on its boards representing VSA Arts of Indiana since this organization works specifically to further inclusive art activities in the state of Indiana. Gayle Holtman currently represents VSA Arts on the AEAI board and provides activities and workshops both at conference and at other times to assist teachers in meeting the goal of inclusion.

Promotion and Marketing

Describe plans for statewide or multi-regional marketing, media, and other promotional activities. How will your organization reach and involve under-served populations, including people with disabilities?

The main vehicle for communication on a regular basis is the AEAI listserv that is moderated by Leah Morgan, past-president and Technology representative on the board. This allows daily communication between teachers to promote AEAI activities as well as others offered by museums, universities, artists and galleries.

Additionally, the organization produces a magazine called "Contact" three times a year that includes information about AEAI and features Indiana educators making a difference in their communities. Both the listserv and Contact reach audiences in every area of the state despite geographic location or other limiting factors.

Similarly, AEAI maintains a website, www.aeai.org, that allows information such as local and national funding opportunities, organizational events and networking information to be readily available to those seeking it.

Smaller, targeted mailings advertise opportunities such as vendor space at the AEAI annual conference, solicit advertisers to support the publication of "Contact" and other activities such as AEAI scholarship opportunities for art education students.

AEAI board members are encouraged to submit press releases to encourage publication in local newspapers and result in statewide coverage of art education activities both created by the organization as well as exciting developments in art classrooms statewide. Members of the AEAI board support this process by assisting individuals in the creation and distribution of this information.

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Outcomes and Evaluation

Describe plans for evaluating the value and impact of the project, including methods, activities, and timetable. How will the target audience be involved in evaluation activities? Describe how past evaluation findings have been used to improve programs and services.

Annually, the AEAI conference is evaluated through participant surveys and members of the board review the information gathered when considering the session schedule for the following year. A common lesson learned each year is the importance of presenting engaging keynote speakers that give teachers access to the very best the fields of art and education offer. Similarly, individual presenter performance can be assessed through these qualitative surveys and inform decision making about who and what topics are presented during conference session the following year.

During the conference a general business meeting is always held to update the membership about current AEAI business matters and allow for new ones to be brought forward, in order to be inclusive in the presentation of new ideas. Additionally, conference is a perfect opportunity for board members to talk with art educators from all over the state. A board meeting held at the end of conference allows everyone to share these anecdotal observations and suggestions while the process of formal review is conducted through written evaluations completed by conference participants.

The first board meeting of the year typically takes place in February and provides the board the opportunity to look back on conference from both qualitative and quantitative perspectives incorporating attendance, budget and attendee feedback into the decision making required to make the following year the best ever for Indiana art educators.

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Task Timetable

Project Start Date	Jul 1st, 2007		
Project End Date	Mar 31st, 2009		
Activities FY2008	Person Responsible	Start Date	End Date
2007 Conference Session Schedule planning	Rita Jacks, Conference Coordinator	Jul 1st, 2007	Aug 1st, 2007
2007 Conference Fundraising	Despi Mayes, Museum Division Representative	Jul 1st, 2007	Oct 1st, 2007
Confirm details for 2007 Conference venue	Leah Morgan, AEAI Past-President	Jul 1st, 2007	Aug 1st, 2007
Confirm presenters and guests for 2007 Conference	Rita Jacks, Conference Coordinator	Jul 1st, 2007	Aug 1st, 2007
Solicit corporate/ vendor participation in 2007 Conference	Dorothy Duffala, Conference Exhibitor Contact	Jul 1st, 2007	Oct 1st, 2007
Publish and distribute 2007 Conference registration information	Clyde Gaw, Publications Represent- entative	Aug 1st, 2007	Sep 1st, 2007
Disseminate 2007 Conference information to membership via e-mail and AEAI listserv	Leah Morgan, Past- President and Technology Represent- entative	Aug 1st, 2007	Oct 31st, 2007
Registration for 2007 Conference participants	Janice Cole, Secondary Education Division Representative	Sep 1st, 2007	Oct 31st, 2007
2007 Annual Conference in Indianapolis	Rita Jacks, Conference Coordinator	Nov 1st, 2007	Nov 3rd, 2007
Review 2007 Conference evaluations and make recommendations to AEAI board for 2008 planning	Brad Venable, President-Elect	Nov 4th, 2007	Mar 31st, 2008
Close out 2007 expenses related to Conference	Pam Anshutz, Treasurer	Nov 4th, 2007	Dec 31st, 2007
Activities FY2009	Person Responsible	Start Date	End Date
2008 Conference Session Schedule Planning	2008 Conference Coordinator (appointed in November 2007)	Jul 1st, 2008	Aug 1st, 2008
2007 Conference Fundraising	Despi Mayes, Museum Division Representative	Jul 1st, 2008	Oct 1st, 2008
Confirm details for 2008 Conference venue	Leah Morgan, AEAI Past-President	Jul 1st, 2008	Aug 1st, 2008
Confirm presenters and guests for 2008 Conference	2008 Conference Coordinator (appointed in November 2007)	Jul 1st, 2008	Aug 1st, 2008
Solicit corporate/ vendor participation in 2008 Conference	Dorothy Duffala, Conference Exhibitor Contact	Jul 1st, 2008	Oct 1st, 2008

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Publish and distribute 2008 Conference registration information	Clyde Gaw, Publications Representative	Aug 1st, 2008	Sep 1st, 2008
Disseminate 2008 Conference information to membership via e-mail and AEAI listserv	Leah Morgan, AEAI Past-President	Aug 1st, 2008	Oct 31st, 2008
Registration for 2008 Conference participants	Janice Cole, Secondary Education Division Representative	Sep 1st, 2008	Oct 1st, 2008
2008 AEAI Annual Conference	2008 Conference Coordinator (appointed in November 2007)	Nov 6th, 2008	Nov 8th, 2008
Review 2008 conference evaluations and make recommendations to AEAI board for 2009 planning	Brad Venable, President-Elect	Nov 9th, 2008	Mar 31st, 2009
Close out 2008 expenses related to Conference	Pam Anshutz, Treasurer	Nov 9th, 2008	Dec 31st, 2008

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Board Roster Selection

Confidential
Data Omitted

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Applicant:
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Operating Budget - Income

Income	FY 2008
Service Fees, Contracted fees, and Admissions:	\$26,000
Corporate Contributions/sponsorships:	\$5,500
Foundation Support:	\$0
Federal Government Support:	\$0
State/Regional Government Support:	\$0
Local Government Support:	\$0
Individual Contributions:	\$3,000
Other Income - Please Specify:	
IAC Contribution	\$10,000
Scholarship Fund Investment Income	\$4,000
In-Kind goods/services:	\$75,000
Total Income	\$123,500

Sample
Data Used

Indiana Arts Commission
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Applicant:
Phone:
Email:

Operating Budget - Expense

Expenses	FY 2008	Use of IAC Grant
Employee compensation, benefits and taxes:	\$0	\$0
Professional fees and contracted labor:	\$18,000	\$3,000
Space Rental:	\$12,000	\$2,000
Travel/Transportation:	\$3,500	\$1,000
Marketing/Publicity/Promotion:	\$7,000	\$2,000
Staff Development and Training:	\$0	\$0
Supplies:	\$5,000	\$2,000
Other Expense - Please Specify:		
Scholarship Fund Investments	\$4,000	\$0
In-Kind (Administrative Services)	\$75,000	\$0
Total Expenses	\$123,500	\$10,000

Sample
Data Used

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Applicant:
Phone:
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Project Budget - Income YR1

Income	FY2008
Service Fees, Contracted fees, and Admissions:	\$25,000
Corporate Contributions/sponsorships:	\$3,500
Foundation Support:	\$0
Federal Government Support:	\$0
State/Regional Government Support	\$0
Local Government Support:	\$0
Individual Contributions:	\$1,500
Other Income - Please Specify:	\$0
IAC REQUEST:	\$10,000
Total Proposed Cash Income	\$45,000
Total In-kind	\$20,000
Total Income	\$65,000
	\$60,000

Sample
Data Used

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Applicant:
Phone:
Email:

Project Budget - Expense YR1

Expenses	FY2008
Employee compensation, benefits and taxes:	\$0
Professional fees and contracted labor:	\$15,000
Space Rental:	\$12,000
Travel/Transportation:	\$2,500
Marketing/Publicity/Promotion:	\$3,000
Staff Development and Training:	\$0
Project Supplies:	\$7,500
Other Expense - Please Specify:	\$0
Total Cash Expenses	\$45,000
In-kind	\$20,000
Total Expenses	\$60,000

Sample
Data Used

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Applicant:
Phone:
Email:

Project Budget - Income YR2

Income	FY2009
Service Fees, Contracted fees, and Admissions:	\$23,000
Corporate Contributions/sponsorships:	\$8,000
Foundation Support:	\$0
Federal Government Support:	\$0
State/Regional Government Support	\$0
Local Government Support:	\$0
Individual Contributions:	\$2,000
Other Income - Please Specify:	\$0
IAC REQUEST:	\$10,000
Total Proposed Cash Income	\$50,000
Total In-kind	\$20,000
Total Income	\$63,000

Sample
Data Used

Indiana Arts Commission
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Applicant:
Phone:
Email:

Project Budget - Expense YR2

Expenses	FY2009
Employee compensation, benefits and taxes:	\$0
Professional fees and contracted labor:	\$18,000
Space Rental:	\$14,000
Travel/Transportation:	\$2,500
Marketing/Publicity/Promotion:	\$3,000
Staff Development and Training:	\$0
Project Supplies:	\$5,500
Other Expense - Please Specify:	\$0
Total Cash Expenses	\$43,000
In-kind	\$20,000
Total Expenses	\$63,000

Sample
Data Used

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Accessibility Statement

Art Education Association of Indiana

ASSURES that all arts programs, services, and activities made possible with Indiana Arts Commission funding and all facilities in which such programs, services, and activities are held (whether owned, leased, or donated to the Applicant) will be accessible to people with special needs, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted.

Art Education Association of Indiana

ASSURES that this warranty is based on:

Independent accessibility assessment

Completed by:

Title:

Date:

Applicant self-assessment

Completed by:

Despi Mayes

Title:

Museum Division Representative

Date:

Mar 23rd, 2007

Recommendations from a citizen advisory committee, composed of persons with disabilities.

Art Education Association of Indiana

ASSURES that materials supporting this statement are maintained on file and are available for review.

Signature

Date

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Application Checklist

You must mail in one copy of the following items to:

Indiana Arts Commission
Attn: SWASO Grant Application
150 W. Market Street, Suite 618
Indianapolis, IN 46204

- One copy of the completed signed application
- Articles of non-profit incorporation (if applicable)
- IRS determination letter of tax exempt (if applicable)
- Annual compliance audit (if applicable)
- Printed Promotional Material

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Applicant:
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Signature Page

Authorizing Official: Despi Mayes, Grants Volunteer

By signing below,

COMPLIANCE STATEMENT - The above named Authorizing Official certifies that s/he:

1. is a principal officer of the Applicant with authority to obligate it, and
2. has read the guidelines incorporated herein by reference, and
3. will comply with all guidelines, including federal and state statutes prohibiting discrimination against any person on the basis of race, color, national origin, gender, age, religion, or physical or mental disability.

Signature of Authorizing Official

Date