



## **Guidelines for Submitting School Related Proposals to CAC's Grant Program**

If your grant proposal involves a Cambridge Public School, you must get a letter of support from Dr. Elaine Koury, Director of Visual and Performing Arts for the Cambridge Public School Department.

Before Dr. Koury can provide a letter of support, Grant Applicants must complete the following **two (2)** steps:

- 1) You must contact the school(s) they plan to involve and ask the principal, assistant principal, or teacher they will be working to make all appropriate plans and arrangements. Once connections have been made the person within the school system that you are partnering with must email me a brief letter indicating that they are indeed interested in the proposal and will work with you if you are funded. This need not be long. A simple sentence from one of them indicating interest is enough. Please Note: proposal should not involve using the stage at CRLS this year as it is not yet completed and is therefore unavailable for us at this time.
- 2) Email Dr. Elaine Koury at [ekoury@cpsd.us](mailto:ekoury@cpsd.us) with a brief description of your program/project so that she is aware of what is being proposed. Dr. Koury will call with questions if further clarification is needed.

Once these two steps have been completed Dr. Koury will then send a signed form letter to you, the applicant, indicating that you have spoken to the people with whom you propose to work and that the proposal is feasible. Please allow at least two days for processing.

**You must include this letter with the rest of your proposal materials when submitting you grant application to the Cambridge Arts Council. Letters will not be accepted separately.**

If Dr. Koury receives both your email with the project description and the administrators'/ teachers' email stating that they intend to work with you ***more than one week before the deadline***, the letter will be mailed to you so that it may be included with your proposal. If emails are received ***within one week of the submission deadline***, you must pick up a hard copy of the letter.

Letters may be picked up between 8:00am and 3:00pm at the Visual & Performing Arts office in the basement of the Arts Building of Cambridge Rindge and Latin School located at 459 Broadway, Cambridge. Enter CRLS through the main entrance of the Rindge Building, get a visitor's pass, and proceed to the Arts Building. (You can get directions to the office when you get your pass.)

Should you have questions about this process please contact the Cambridge Arts Council's Director of Community Arts, Julie Barry at 617-349-4381 or [jbarry@cambridgema.gov](mailto:jbarry@cambridgema.gov).