



Affiliate Membership Application

Application Checklist:

Completed application (attach additional sheets for questions if necessary) :

- ◆ Organization Name
- ◆ Contact Person
- ◆ Address
- ◆ Telephone
- ◆ Email
- ◆ Website

Cover letter stating how your group satisfies requirements (if not, explain why) :

- ◆ Mission statement and brief history of organization
- ◆ List of current Board of Directors and staff
- ◆ Copy of By-laws, articles of association or other governing document
- ◆ Copy of charter or letters of incorporation
- ◆ Federal IRS tax exemption determination letter
- ◆ Tax Payer ID Number
- ◆ Budget information

Optional:

- ◆ Supporting Materials such as fliers, pamphlets, videos, CDs, still images or other organizational, artist or program related materials are encouraged but not required.

SEND COMPLETED APPLICATION PACKET TO:

4180 Highway 6 South
College Station, TX 77845

or email to jeannie@acbv.org.

For more information, contact The Arts Council at (979) 696-2787.

Applications may be submitted at any time.

All applications and supporting materials become the property of The Arts Council and will not be returned.

1. What is an Affiliate?

The Arts Council is home to over 60 regional not-for-profit arts, culture and heritage affiliate organizations. Together they represent a vibrant and thriving regional community. The ACBV supports these organizations by providing funding, technical support, promotional services and partnership building. An affiliate is a partner not-for-profit arts, culture, heritage or arts-educational organization entered into an agreement with The Arts Council for the primary function of promoting the arts, culture and heritage of the Brazos Valley; an area defined as the counties of Brazos, Burleson, Grimes, Leon, Madison, Robertson and Washington, Texas. Arts Council affiliation helps build partnerships with other similar organizations, regional businesses, government agencies and the general public for the purpose of building community, promoting quality of life, improving educational opportunities, building a stronger economy and encouraging tourism through mutual support, promotion and advocacy.

2. Affiliate Benefits:

- ◆ Affiliation with a regional Arts Council
- ◆ Interaction with over 60 different arts and culture organizations in the Brazos Valley
- ◆ Where applicable, funding opportunities through multiple grant programs*
- ◆ Events and programs publicized in monthly PSA's distributed to local media and hotels
- ◆ Events publicized on The Arts Council's Event Calendar and social media pages
- ◆ Promotion on The Arts Council website
- ◆ The Arts Council can serve as a call/information center for your organization
- ◆ Free meeting and classroom space at The Arts Council

**Arts Council Educational Affiliates do not qualify for Annual Program and Marketing Grants funded by hotel occupancy tax. Affiliates must be a member for one year before they are eligible to apply for funding opportunities.*

3. Requirements for Affiliate Status:

- ◆ Must be a not-for-profit organization located in the Brazos Valley
- ◆ Public, private and charter schools with active arts programs that provide artistic programs that are accessible to the general public or that provide unique artistic opportunities and programs to students
- ◆ Organized and operating for artistic, cultural, heritage and/or educational purposes
- ◆ Activities should foster community development and encourage public participation
- ◆ Recommended that you have conducted regular meetings for at least 2 years
- ◆ Maintain an active dues-paying membership with a minimum annual operating budget of \$250.00 (Membership may include donors/season ticket holders)

4. Review Process:

- ◆ Submit a complete application – see check list above
- ◆ The Arts Council staff will review application and make recommendations to applicant if revision or additions are required.
- ◆ The Arts Council Board of Directors will review and vote on application for affiliate status. The Board may request your organization to make a presentation.

5. After Affiliate Status is Approved:

- ◆ Payment of annual dues is on a calendar year and is structured on a sliding scale based upon annual operating budget. For qualifying educational affiliates, budget is based on overall institution operating budget, not program or departmental budget. Educational affiliate membership is for individual schools/campuses.

Annual Operating Budget	Annual ACBV Affiliate Fee
Less than \$250,000.00	\$50.00
\$250,000.00 - \$500,000.00	\$100.00
Over \$500,000.00 - 2,000,000.00	\$150.00
\$2,000,000.00 and up	\$200.00

- ◆ Submit a schedule of events for maintaining a master calendar.
- ◆ Appoint two Arts Council representatives to attend affiliate meetings and receive mailings.
- ◆ Supply The Arts Council with updated contact information for your board, officers, and The Arts Council representatives.

6. Affiliate Application

Organization Name: _____

Tax Payer ID # _____

Mailing Address: _____

City: _____

State: _____ Zip/Postal Code: _____

Primary Contact: _____

Day/Work Telephone: _____

Evening/Home Telephone: _____

Facsimile: _____

Cell/Mobile (optional): _____

Email: _____

Website/URL: _____

Secondary Contact: _____

Day/Work Telephone: _____

Evening/Home Telephone: _____

Facsimile: _____

Cell/Mobile (optional): _____

Email: _____

Website/URL: _____

How did your group hear about The Arts Council?

Why do you and your organization want to join The Arts Council?

What are the main benefits your organization would like as an affiliate of The Arts Council?

Attach additional pages if necessary.