



## **Affiliate Membership Application**



## 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
  
- 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:

Arts Council of Brazos Valley  
2275 Dartmouth Street  
College Station, TX 77840

For more information, contact the Arts Council 979.696.2787

Applications may be submitted at any time.

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

## 1. What is an Affiliate?

The Arts Council of Brazos Valley is home to 47 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 of Brazos Valley 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 education, 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 47 different arts and culture organizations in the Brazos Valley
- Funding opportunities through multiple grant programs
- Events and programs publicized in weekly PSA's faxed to local media and hotels
- Events publicized on the Arts Council's Master Art Calendar
- Promotion on the Arts Council website
- Arts Council can serve as a call/information center for your organization
- Box Office services
- Free meeting and classroom space at the Arts Center

## 3. Requirements for Affiliate Status:

- Must be a not-for-profit organization located in the Brazos Valley
- 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)



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### 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.
- 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:

- Pay annual dues are structured on a sliding scale based upon annual operating budget.

<b>Annual Operating Budget</b>	<b>Annual ACBV Affiliate Fee</b>
Less than \$250,000.00	\$50.00
\$250,000.00 - \$500,000.00	\$100.00
Over \$500,000.00	\$150.00

- Submit a schedule of events for maintaining a master calendar
- Appoint one Arts Council representative to attend affiliate meetings and receive mailings
- Supply the Arts Council with updated contact information for your board, officers and Arts Council representative



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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: \_\_\_\_\_



**Affiliate Membership  
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**How did your group hear about the Arts Council?** \_\_\_\_\_

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**Why do you and your organization want to join the Arts Council?** \_\_\_\_\_

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

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*Attach additional pages if necessary*