



## Affiliate Membership Application



## Affiliate Application 2024

### 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:**

**The Arts Council  
P.O. Box 10626  
College Station, TX 77842**

or email to

**[info@acbv.org](mailto:info@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.***



## Affiliate Application 2024

### 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
- Events/Art Spots listed in Calendar and quarterly newsletter (1)
- Funding opportunities through ACBV grant programs (2)
- Promotion on ACBV website and social media (3)
- Invite opportunities to promote on local TV/Radio
- Free use of Arts Council facilities during open hours (4)
- Listing in online directory
- Free admission to Professional Development classes
- Distribution of business marketing material in ACBV facilities
- Special listing in ACBV Celebrate the Arts gala program
- Promotion of Artist Calls
- Eligible to participate in Gallery at Large program

(1) Art spot must be arts, culture, or heritage related and open to the community. Subject to ACBV approval.

(2) Affiliates must be members for 1 year to apply. Programs & Events must appease the Hotel Occupancy Tax revenue.\*

(3) Available upon request to ACBV. Must include event graphic and event information.

(4) Reservation dates are subject to the approval of ACBV staff based on availability and staffing require

\*Educational Affiliates do not qualify for Program and Marketing Grants funded by Hotel Occupancy Tax.

### 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)



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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.
- 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.

<b>Annual Operating Budget</b>	<b>Annual Affiliate Fee</b>
Less than \$250,000.00	\$50.00
\$250,000.00 - \$500,000.00	\$100.00
\$500,000.01 - 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.



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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 Application 2024

**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*