



Affiliate Membership Application

Affiliate 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
 - Taxpayer 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 Center
4180 State Highway 6 South
College Station, TX 77845

or email to

info@acbv.org

For more information, contact The Arts Center at (979) 696-2787. Applications may be submitted at any time.

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

Affiliate Application

1. What is an Affiliate?

The Arts Center is home to over 45 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 Center 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 Center 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 Center
- Interaction with over 45 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)
- Invitations to promote on local TV/Radio
- Free use of Arts Center facilities during open hours (4)
- Listing in online directory
- Free admission to Professional Development classes
- Distribution of marketing material in ACBV facilities
- Special listing in ACBV Celebrate the Arts program
- Promotion of Artist Calls
- Eligible to participate in Gallery at Large program

(1) Art spots 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 checklist above
- The Arts Center staff will review applications and make recommendations to applicants if revisions or additions are required.
- The Arts Center Board of Directors will review and vote on applications 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 the annual operating budget. For qualifying educational affiliates, the budget is based on the overall institution's operating budget, not the program or departmental budget. Educational affiliate membership is for individual schools/campuses.

Annual Operating Budget	Annual Affiliate
Less than \$250,000.00	Fee \$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 Center representatives to attend affiliate meetings and receive mailings
- Supply The Arts Center with updated contact information for your board, officers, and The Arts Center representatives.

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6. Affiliate Details

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 Center?

Why do you and your organization want to join the Arts Center?

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

Attach additional pages if necessary