

## BOCES Arts In Education Funding

Artist fees, travel and materials; tickets for admission; NYSSMA fees; administrative fees, and base fee are all eligible for state aid.

Process	Outline
Your school district signs up for the BOCES Arts In Education Service by paying a minimum buy-in consisting of a Base Fee (\$1,500) and an Artist Programming budget (minimum \$3,300). Your initial Programming budget may be higher than the minimum. Your district may also choose to have a Ticket Purchasing budget for field trips	School district signs up for BOCES AIE service with initial budget \$4,800 (\$1,500 base + \$3,300 or more Artist programming) (and additional Ticket Purchasing amount)
Both the Artist Programming (in-school) budget and the Ticket Purchasing (field trip) budget can be increased during the school year, and funds can be transferred between the two. Only local sources of funding are eligible for state aid through BOCES; state and federal monies are not.	Additional funding (district, music, PTO, local organizations, foundations, donations) may be added to both Artist Programming budget and Ticket Purchasing budget
When adding to the budget, you must fill out a <b>SERVICE REQUEST FORM (for ONC BOCES use Cross-Contract Service Request Form)</b> : The service requested is Arts in Education. The AIE coordinator, business official and superintendent should all be aware of the amount added. The school superintendent signs the form and sends it to BOCES.	Additional funding (district, music, PTO, local organizations, foundations, donations) may be added to both Artist Programming budget and Ticket Purchasing budget
For Artists' Programs, fill out the Artist Program Request Form. For admissions to performances, field trips, and museums, use the Ticket Request Form. For NYSSMA, use the Festival or Participation Form as appropriate. Your school district's AIE coordinator must sign all Request Forms. Additional signatures (building principal, building coordinator, superintendent) may be required by your district.)	School requests artists or tickets from AIE  AIE Catalog and forms are available at <a href="http://www.dcmoboces.com/aie">www.dcmoboces.com/aie</a>
BOCES AIE staff receives the Request Forms and contacts Artists/Vendors, processes requests, produces and mails Contracts and Evaluation Forms. Artists present in-school programs, or students make the field trips. Artists/Vendors mail Claim Forms to the AIE office. AIE staff processes Claim Forms and pays Artists/Vendors.	AIE contracts with artists/vendor
<b>If required, Ticket Vendors can be prepaid.</b>	Artists program, museum/performing arts/NYSSMA event occurs
BOCES pays artists/vendors	BOCES pays artists/vendors
BOCES bills your district for all AIE services.	BOCES bills school district
Your school district receives state aid back the following year.	School district receives state aid reimbursement the following year.

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