

Del Ray Artisans' STEAM-tastic Workshop Proposal Form for FY25 (July 1, 2024-June 30, 2025)

Del Ray Artisans is offering a new youth program of FREE, interactive classes about Science, Technology, Engineering, Arts and Math (STEAM) taught by professionals from each field. Geared toward kids and teens, each lesson has:

[1] a short talk or demonstration AND

[2] a hands-on craft project.

Each topic will have two sessions: one for youth ages 6-10 and another for ages 11-17. Family members are welcome to attend, listen, and learn. This program is made possible with support from the City of Alexandria through the FY2025 Annual Arts Program Grant.

A background check will be run on each individual working with youth. If your proposal is selected, you will be asked for your full name, date of birth, and social security number to perform this background check. The background check must be passed in order for the organization to approve the proposal.

Each instructor is offered \$300 in total in compensation for the two sessions. Each session is 1.5 hours long and may be held on the same day or a different day. If the instructor chooses to accept the compensation, then a W-9 form must be filled out and turned into Del Ray Artisans. Supply costs will be covered by Del Ray Artisans, but must be estimated and approved in advance. *Del Ray Artisans' STEAM-tastic workshops are made possible with support from the City of Alexandria through the FY2025 Annual Arts Program Grant.*

To submit a STEAM-tastic workshop proposal, please complete the form below. Email questions to the Youth Programs Director at youth@delrayartisans.org.

* Indicates required question

1. Email *

Proposal

2. Instructor Contact Information: Name *

3. Instructor Contact Information: Phone number *

4. STEAM Topic / Workshop Title *

5. Workshop Description (75 words or less) *

6. Workshop Details: What is the hands-on activity? *

7. Workshop Details: What can participants expect to learn from program? *

8. List any supplies needed for the activity. Supply costs will be covered by Del Ray Artisans, but must be estimated and approved in advance.

Structure Requirements

Tell us what dates, times, etc. work best for you. Please check Del Ray Artisans calendar at DelRayArtisans.org/calendar before proposing date(s) to avoid scheduling conflicts

9. Proposed date (choice #1) *

Example: January 7, 2019

10. Proposed date (choice #2)

Example: January 7, 2019

11. Preferred time of day *

Mark only one oval.

- Morning sessions
- Evening sessions
- Other: _____

12. Preferred schedule (one session for 6-10 year olds and one session for 11-17 year olds) *

Mark only one oval.

- Schedule both sessions on the same day with a half-hour break in between sessions.
- Schedule each session on different a different day.
- Other: _____

13. Structure Requirements: Maximum # of participants

14. Structure Requirements: Additional Comments:

Workshop Promotion

All programs are advertised in the DRA monthly newsletter, on the website and social media. Announcements may also be distributed to local and regional print and electronic media.

If your workshop is selected, you will be asked provide 1-3 images to be used for advertising. Images help encourage participation. It works best if the image is representative of the activity you are leading. You must have created the image or have rights to use the image. Permission to use the images for Del Ray Artisans publicity and archival purposes is automatically granted by the instructor when providing them to the Director of Youth Programs.

Proposal Review Process

Del Ray Artisans Director of Youth Programs will review your proposal, in relation to the overall STEAM-tastic program. There are a limited number of STEAM workshops that can be offered each month. She will consult with staff and review Del Ray Artisans' calendar. The Director of Youth Programs will notify you regarding status of proposal as soon as possible and may contact you with follow up questions. DRA reserves the right to revise the proposal with your agreement to meet the needs of Alexandria youth.

Building Information

Here is some helpful information for conducting a program at the DRA gallery.

- Four tables and 24 folding chairs are available for your use.
- There is a sink available in the kitchen for water, rinsing out paint and other containers and washing up.
- Restrooms are available.
- Street parking is available along Mount Vernon Avenue, Commonwealth Ave and other neighboring streets. DO NOT park in bank lot across the street. They do tow.

15. I understand: *

Check all that apply.

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Each instructor is offered \$300 in total in compensation for the two sessions. Each session is 1.5 hours long and may be held on the same day or a different day. If my workshop is scheduled and I accept the compensation, I will provide a completed W-9 form to Del Ray Artisans.

Supply costs will be covered by Del Ray Artisans, but must be estimated and approved in advance.

If my proposal is selected, I will provide 1-3 images that I have the right to use to help advertise this workshop.

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Special thanks to the City of Alexandria, Alexandria Commission for the Arts, Virginia Commission for the Arts, and National Endowment for the Arts for their continued support of Del Ray Artisans, a 501(c)(3) organization.



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