

Process for Requesting Funding through Dutchess County BOCES Arts in Education Co-Ser

1. Complete a School District Request for Arts in Education Contract (BOCES AIE Fillable Contract)*.
Is pre-payment required?
Yes – submit Invoice and W-9 with Contract. Submit MCSD Requisition Form. Do NOT enter the requisition in nVision. No additional paperwork is necessary.
No – continue to Step 2.
2. Complete Author/Presenter Agreement form and Millbrook CSD Requisition Form. Do NOT enter the requisition in nVision*.
3. Obtain W-9 from the author/presenter.
4. Complete invoice and claim form*, if applicable. When pre-payment is not required, a claim form must be completed after the program/event has taken place. Please use the form created by BOCES – do not use Millbrook’s claim form. The BOCES claim form must be accompanied by an invoice, and should be submitted as soon as possible after the event/field trip/program has taken place. Attached to the claim form are optional pages to provide comments.

*All forms can be completed electronically. Forms should be submitted at least one month prior to the event and at least eight weeks prior if pre-payment is required.

Things to Consider When Filling out a Contract

In filling out the contract, please consider:

- ✓ **Provider Information:** The artist or organization name should exactly match that which appears on the artist's IRS tax filing (the W9). W9 forms can be found at:
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- ✓ **Standards and Pre-Payments:** If pre-payment is needed (this is available for purchases such as tickets, participation fees, and registrations ONLY), please check the box and fill in the Required By Date. BOCES should be allowed at least 8 weeks prior to the payment deadline to ensure payment by the requested date.
- ✓ **Partial Payment:** Services must be rendered before BOCES can provide payment. If a residency is very long, *e.g.*, occurring over several months, partial payment may be made for whatever portion of the service has been completed. If Partial payment is needed, please indicate the number of payments and provide additional details in Section II of the form.
- ✓ **Grants:** You needn't complete this section unless a Federal, State or County grant will partially offset the cost of the program. Subtract the amount of the grant from the total fee

and put the remaining amount in the fee line of the contract.

- ✓ **Artist Signature or Invoice:** The contract must either be signed by the artist/organization or an invoice must be sent in lieu of a signature on the contract. The invoice does not need to be submitted with the initial AIE request, however, documentation to support the fee is required at the time the initial AIE request is made.
- ✓ **Exact dates** are needed on contracts/invoices.
- ✓ **Contract modifications:** If a contract modification is needed, fill in the items which have changed and resubmit electronically. The modification form can be downloaded from the BOCES AIE site. If the change affects an invoice, a new invoice also must be provided.
- ✓ **Artist's Claim Form:** This form should be submitted within 24 hours of the completion of the contract. No claim form is needed for pre-payments since these are for purchases, not services.