



Collaboration Request

COLLABORATION INFORMATION

The Carver initiates its programs in response to a community need. Non-profits, community groups and individuals may suggest a program that is relevant to the Carver and PARD's mission, values and audience. Suggested programs are to be offered to the public free of charge and collaborators "volunteer" their services. The City of Austin and the Parks Department facility provides the resources for production and marketing of the program. If the suggested program meets the requirements and can be supported by its budget, the Carver may engage in a collaboration. Collaborations require a customized agreement outlining the terms of participation.

Individuals or organizations may submit the collaboration request along with any supporting materials to the Carver for consideration. Once your request is received Carver staff will review the form and will be in contact as soon as possible.

Please note: The Carver is only able to accept a limited number of collaborations each year.

I. CONTACT INFORMATION

Name:	Title:		
Mailing	Organization:		
City:	State:	Zip Code:	
Telephone	E-mail:		
Cellphone	Website:		
Nature of Organization:	<input type="checkbox"/> Cultural <input type="checkbox"/> Non-Profit	<input type="checkbox"/> Community Group <input type="checkbox"/> Other	<input type="checkbox"/> Corporate

II. PROGRAM INFORMATION

Program Title:			
Type of Program:	<input type="checkbox"/> Classes/Workshop <input type="checkbox"/> Cultural Performance	<input type="checkbox"/> Speaker Series <input type="checkbox"/> Exhibition	<input type="checkbox"/> Film Series <input type="checkbox"/> Other (Celebration)
Brief Description of Program:			
How will the event benefit the public?			
Admission Type: <input type="checkbox"/> Walk-In <input type="checkbox"/> Registration <input type="checkbox"/> RSVP			

III. PARTICIPANT/AUDIENCE PROFILE

Describe your target audience:



What outreach
methods will be
used to recruit
participants?

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Estimated Attendance:

Audience Age: ☐ Adult ☐ Families (all ages) ☐ Youth

IV. SCHEDULING AND SPACE INFORMATION

Program Start Date:

Program End Date:

Start Time:

End Time:

Setup Time:

Clean-up Time:

Is this program
recurring?

☐ Yes
☐ No

Reoccurrence
Pattern:

☐ Every Week
☐ Monthly

☐ Bi-Monthly
☐ Quarterly

☐ Biweekly
☐ Other

Days of the Week:

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Preferred
space(s):

☐ Drum (Foyer)
☐ Dance Studio
☐ Outdoor Space

☐ Conference Rm
☐ Theatre
☐ Classroom

☐ Genealogy Ctr

IV. GOALS OF COLLABORATION AND CARVER MISSION RELEVANCE

8. How does the
proposed program
support the mission
of the Carver?

9. Why do you want
to collaborate with
the City of Austin
(Carver)?

V. ADMINISTRATIVE RESPONSIBILITIES

10. What will your
organization provide in
order to support the
program?

11. What specific resources
are necessary from the City
of Austin (Carver) in order
to support the program?

IV. SUBMISSION

Please submit the
following

E-mail (select preferred email from staff below and note: [HERE](#))



GEORGE WASHINGTON
CARVER
MUSEUM, CULTURAL and
GENEALOGY CENTER

**Collaboration
Request via:**

J.Savannah@austintexas.gov (Museum Site Coordinator)

Carre.Adams@austintexas.gov (Site Manager - Exhibition)

Laura.Esparza@austintexas.gov (Division Manager)

Mail or In Person: Carver Museum and Cultural Center
1165 Angelina Street, Austin, TX 78702

Submission Date:

Signature:

Thank you for your interest in the collaboration program at the Carver. For any additional questions or concerns please contact the center via e-mail to preferred contact or by phone at **(512) 974-3671**.

APPROVALS:

Carver Site Coordinator Signature: _____

Carver Site Manager Signature: _____

Division Manager Signature: _____