



Circus Arts Program Recognition

General Application Form

Name of organization

Name of contact / program manager

Phone

Email

Mailing Address

Physical Address (if different from mailing).

Checklists of Application Materials

Please complete all components before submitting your application as a whole.

All applications

General Application

Self Assessment

Policies & Practices

Copies of completed equipment logs (rigging and apparatus) for the past 12 months.

Copies of incident logs for the past 12 months.

Copies of all staff and studio policies

Proof of liability insurance

Emergency plan

Curriculum & Staff

Written curriculums for each discipline offered. If written progressions do not exist for a discipline, the head teach of that discipline should provide an overview describing how those skills are practiced.

Student Questionnaires:
0-15 hrs of programming/week: 3 forms
15-45 hrs of programming/week: 5 forms
45-100 hrs of programming/week: 10 forms
100+ hrs of programming/week: 15 forms

5 Teacher Information Forms from key staff (more may be requested)

CPR/First Aid certs for all staff

List of all staff, classes they teach and their job description (if applicable)

Facilities & Operations

General photo shots of the space

Floor plan of the space

Photos of rigging points

Representative photos of mats and other safety equipment

Documentation or description of the installation and ongoing inspection/maintenance of all equipment

Application Questionnaire

This questionnaire is ACE's chance to get a feel for the nature of your program.

There are no right or wrong answers, and it is better to be as honest as possible to give us a realistic sense of what you do and how you do it.

Please describe your program

What types of teachers come to your program (fitness, recreational, professional), and what level of training do you think your program provides?

Please describe the nature and frequency of your communication with your staff, whether through formal staff meetings or passing in the hall.

Please describe what (if any) staff training or continuing education your staff pursues, are encouraged to pursue or are required to pursue.

Strengths

a) What are the strengths of your program?

b) What are the strengths of your students?

c) What are the strengths of your teachers?

Challenges

a) What are the challenges your program faces?

b) How could you improve your program?

c) Please describe any self-assessment tools you use to evaluate your program.