



**OKLAHOMA**  
**Arts**

**Grantee Acknowledgments Guide**  
**for Schools**

# Acknowledging Support from the Oklahoma Arts Council

## A Guide for Schools

### Why Acknowledge Our Support?

Strengthening education by giving students opportunities in the fine arts is a focus of the Oklahoma Arts Council's mission. By acknowledging Oklahoma Arts Council support, schools receiving our grant funding build awareness of our work to impact education across the state.

As outlined in our grant contracts, schools receiving Oklahoma Arts Council funding must acknowledge our support of their programs. They must also acknowledge the National Endowment for the Arts (NEA), which provides funding to the Oklahoma Arts Council.

### How to Acknowledge Our Support

There are up to two required ways for schools to acknowledge our support. Two additional ways are encouraged but not required. Ways to acknowledge our support include:

#### 1. Write and Invite Your \*State Legislators (Required)

Schools must inform their state senator and state representative in writing about grant awards from the Oklahoma Arts Council. State legislators like to know how state funding is impacting schools in their districts. After receiving your award notice, please do the following:

1. Notify your state senator and state representative in writing about your award.
2. Describe how the funding will make a difference in your students' education.
3. Invite them to experience your program in person. Offer them the opportunity to speak to your class or give remarks if your program features an event.
4. Thank them for their support.

*\*State-level, not federal-level (see screenshot below)*

[Find your legislators](#)

[Download a template letter](#)

### Identifying Your State Legislators

A search feature is available at [oklegislature.gov](http://oklegislature.gov) to help you identify the state senator and state representative who serves your organization's district. Be sure to use your organization's physical address (not mailing address) when completing the form. (See screenshot).

### State vs. Federal

Keep in mind your state legislators serve at the Oklahoma State Capitol in Oklahoma City where they make decisions about the state budget and appropriations for the Oklahoma Arts Council. By comparison, your federal representatives from Oklahoma serve in the U.S. Congress in Washington, D.C., where they make decisions about the federal budget, including National Endowment for the Arts funding. (See screenshot).

## 2. Download and Display Our “Supported by the Oklahoma Arts Council” Sign (Required for Open Events)

If our grant is supporting a school performance, exhibition, or other school arts-related event that is open to family, friends, or the community, download this sign and display it at the event. Not every program will include an open event, and in those cases a sign is not required. Ideas for placement include a check-in table, ticket booth, entry door, or other highly visible location.

[Download the 8.5" x 11" “Supported by the Oklahoma Arts Council” sign](#)

## 3. Download and Use Our Logo (Optional but Encouraged)

Schools are encouraged to download and include logos from the Oklahoma Arts Council and National Endowment for the Arts on promotional materials for school arts programs funded by our agency. Examples of promotional materials include fliers, posters, printed programs, and newsletters. (Logos should be readable and should not be altered. Logos should be sized proportionally to original dimensions.)

[Download Oklahoma Arts Council logos](#)

[Download National Endowment for the Arts \(NEA\) logos](#)

## 4. Tag Us on Social Media (Optional but Encouraged)

Schools are encouraged to connect with us on social media and tag us on posts highlighting arts programs funded by our agency. Find us on the following platforms.

Facebook: [@oklahomaartscouncil](#)

Instagram: [@oklahomaartscouncil](#)

X (Twitter): [@okartscouncil](#)

## Contacting Us About These Requirements

Questions about school acknowledgment requirements can be sent to our Director of Marketing and Communications. [Find contact information here.](#)

## Template Letter 1 (Schools)

DATE

The Honorable FIRST NAME LAST NAME  
OKLAHOMA SENATE/OKLAHOMA HOUSE OF REPRESENTATIVES  
2300 N. Lincoln Blvd., ROOM ###  
Oklahoma City, OK 73105

Dear SENATOR/REPRESENTATIVE LAST NAME:

*Introduce yourself and your role at your school. Inform your state senator/representative that your school received a grant award from the Oklahoma Arts Council.*

*Describe your program and how it will benefit students who are represented by the state senator/representative in the Oklahoma State Legislature.*

*Explain how Oklahoma Arts Council and National Endowment for the Arts funding plays an important role in making arts education programs like yours and hundreds of others possible in schools and communities across the state.*

*Express gratitude for your senator/representative's support of the Oklahoma Arts Council. Describe how the arts are important to educational outcomes and workforce development in Oklahoma.*

*Invite them to visit to see students involved in the program. Provide the date, time, and location. Offer them the opportunity to give remarks, if there is an opportunity.*

*Thank them again for their support.*

YOUR NAME

## Template Letter 2 (Schools)

DATE

The Honorable FIRST NAME LAST NAME  
OKLAHOMA SENATE/OKLAHOMA HOUSE OF REPRESENTATIVES  
2300 N. Lincoln Blvd., ROOM ###  
Oklahoma City, OK 73105

Dear SENATOR/REPRESENTATIVE LAST NAME:

As YOUR TITLE of NAME OF SCHOOL, I am pleased to let you know we have received a grant award from the Oklahoma Arts Council for our program, NAME OF PROGRAM.

DESCRIBE YOUR PROGRAM AND HOW STUDENTS WILL BENEFIT FROM IT.

Oklahoma Arts Council grant funding is made possible through the investment of state leaders like you who recognize the importance of the fine arts in a well-rounded education. For more than 60 years, public funding for the arts through the Oklahoma Arts Council and their federal partner the National Endowment for the Arts has made it possible for students to benefit from teaching artist residencies and other fine arts programs that spark student creativity and critical thinking.

(NOTE: If applicable, include an invitation such as follows).

At the end of our program, students will participate in a public event to showcase their art. We invite you to join us for the event on DATE and TIME at LOCATION to experience firsthand how the fine arts—and Oklahoma Arts Council funding—is making a difference in education in your district. If we can expect a visit from you, please let us know by contacting us CONTACT INFORMATION. We would be honored to welcome you and give you the opportunity to speak.

Thank you again for your support,

YOUR NAME  
YOUR SIGNATURE

**Example Letter for Schools—For Reference Only (Do Not Copy)**

September 14, 2026

The Honorable John Smith  
Oklahoma State Senate  
2300 N. Lincoln Blvd., Room 430  
Oklahoma City, OK 73105

Dear Senator Smith:

I am pleased to inform you our school has received a grant award from the Oklahoma Arts Council enabling us to bring in a teaching artist for a two-week artist-in-residence program. More than 60 fifth grade students will receive 10 hours of instructional time with the teaching artist where they learn the fundamentals of visual art. By the end of the residency, students will create a painting depicting one of America's presidents.

Our visual artist residency will take place November 11-15 and 17-21, from 9:00 a.m. to 3:00 p.m., on our campus located at 123 Main Street in Enid. Should your schedule allow, we invite you to come meet the students and observe them at work with the artist-in-residence. We are confident you will see their enthusiasm for exploring their creativity as they learn about the visual arts.

Grants from the Oklahoma Arts Council, which receives funding from the State of Oklahoma and the National Endowment for the Arts, make fine arts education programs possible in hundreds of Oklahoma schools statewide each year. In leading the arts in our state, the Oklahoma Arts Council has had an essential role in serving important needs in education, workforce development, economic growth, and quality of life for more than 60 years.

It would be an honor to welcome you to our school. Should you be able to join us, please contact me at (580) 555-1234 or [teacher@enidelementary.edu](mailto:teacher@enidelementary.edu).

Thank you for your support,

Fifth Grade Teacher  
Enid Elementary School