

Harper Arts Touring Fund Grant

A program of the Alaska State Council on the Arts | Grant Application for Performing Arts Presenters and Visual Arts and Culture Exhibitors

Instructions

Read the Harper Arts Touring Fund Grant Guidelines, completely. If you have questions about these guidelines, contact the program administrator at the Alaska State Council on the Arts (ASCA) at (907) 269-6682, or at laura.forbes@alaska.gov.

Applications should be postmarked, emailed or hand delivered no later than 90 days prior to the event or tour. Applications will be reviewed on an ongoing basis.

Grantees will be required to file a final report within 60 days after the activity is completed, or no later than August 30 in any given fiscal year. For projects that cross the fiscal year, contact the program administrator in advance.

A complete application includes the Application Form, the Project Narrative, the Project Budget Form, Attachments, and Certification. Please contact the program administrator at ASCA for technical support if the forms/materials provided here are not accessible.

1) Application Form: the application form is to be completed by an individual community presenter/exhibitor, or lead presenter/exhibitor for a coordinated tour. Lead presenter/exhibitor-coordinated tours must also include letters of commitment from each community presenter participating in the tour, but only one application form including the entire tour.

2) Project Description: *complete a narrative of no more than three pages responding to the following questions. It is helpful to format the narrative aligned with the numbering for the questions, below:*

1. What is the proposed presentation or exhibition? Describe any planned community outreach activities, and the ways in which you intend to publicize the presentation/exhibition.
2. How and why did your organization select this artist in relation to the quality of their work, the needs of your community, and the way in which it reflects Alaskan artists/audiences?
3. What are your community's demographics, access to arts activities, and other information that will help us understand your community?
4. Who is your proposed target audience and how will this presentation or exhibition benefit underserved populations and/or communities? Describe any special constituencies or new audiences involved in the planning or implementation of this project (specific audiences you don't normally serve, local artists, etc). In general, how is your community included in the selection of artists, planning and implementation of this project?
5. In what ways will this project strengthen your organization's ability to provide future programs?
6. For lead presenters/exhibitors only: describe how your organization is working with other organization(s) to ensure this project reaches audiences and/or communities that otherwise would not have access to this arts activity. Describe how your partnership with other organizations on the tour helps increase capacity for the tour.

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3) Project Budget Form the project budget form is to be completed by an individual community presenter/exhibitor, or lead presenter/exhibitor for a coordinated tour. Lead presenter/exhibitor-coordinated tours should complete the budget form with the expenses/income for the presentation/exhibition in your own community, and including the travel/freight expenses for the entirety of the tour to be supported, including all the presenting communities.

4) Attachments required for all applications

1. Copy of signed letter of intent, contract or other document indicating commitment/availability of the performers/exhibit during your project's timeframe
2. Complete travel information for the project: cost estimates from airlines or other carriers, where the artists/art works are traveling from, where the tour is going and the method/means of travel (air, boat, etc.) and how many artists are involved
3. Resume/biography of the artist(s) to be presented/exhibited. Exhibitors may include a one-page overview of the exhibit rather than resume/biography for a group, culture/history exhibition
4. Work samples and other documentation that show the quality of work for the artists to be presented/exhibited. This may include images, links to websites where audio/video samples can be found, reviews, or other documentation
5. For lead presenters only: include letters of commitment detailing the specifics of the additional community presenter organizational commitment to the project including travel/freight costs for that community, amount of financial support, dates of the presentation/exhibit, brief description of activity/outreach and the community presenter contact information. (Template letters of commitment are available by contacting the ASCA program administrator and/or on the ASCA website.)

5) Additional Attachments for First Time Applicants

1. If applicable, a representative list of your presenting/exhibiting history for the last three years. Include artists presented, audience size, and artist fees paid
2. Copy of your IRS 501(c)3 letter of determination (if you have not previously received funding from the Alaska State Council on the Arts)
3. Copy of your State of Alaska Non-profit Certificate of Incorporation (if you have not previously received funding from the Alaska State Council on the Arts)
4. Note: if funding is awarded, grantees who have not previously received funding from the Alaska State Council on the Arts will be required to create a vendor profile on the State of Alaska Vendor Self-Service system. Details about this process will be included with information sent to new grantees.

Please note: if you have a question about whether these attachments are applicable to you as a first time applicant, contact the ASCA program administrator.

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Submitting an Application

Submit an application (mail or in person) by the deadline to:

Harper Arts Touring Fund Grant
Alaska State Council on the Arts
161 Klevin St., Suite 102
Anchorage, AK. 99508

-OR-

Email a completed application with an electronic signature to: laura.forbes@alaska.gov. It is preferred that applications be sent as a single electronic file, with all forms and support materials included. Contact the program administrator for more information if this preference presents a barrier to submission.

Faxed applications will not be accepted. For information, questions or technical assistance email laura.forbes@alaska.gov, or call (907) 269-6682.

Certification

Attach this page to the completed application materials as listed, above.

By signing this grant application, I certify that the information contained in this application, including attachments, is true and correct to the best of my knowledge. I am authorized to legally obligate the grant applicant.

Certification
Signature of Authorizing Official:
Date of Signature:
Printed Name and Title:
If not previously provided, email and phone contact:

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Organizational Information

Organization Name:		
EIN/Tax ID Number:		DUNS Number:
Mailing Address:		
City:	State:	Zip Code:
Contact Person and Title:		
Contact Email:		Organizational Website:
Contact Phone:		Organizational Phone:
Fiscal Year End:		TOTAL GRANT REQUEST AMOUNT: \$

Project Information

Performance/Exhibition Title:
Number of Public Performances/Exhibitions & Dates:
Performance/Exhibition Venue(s):
Anticipated Number of Artists Involved:
Number of Outreach Activities & Dates:
Number of days artists/exhibit will be in your community(ies)?:
Will this Project be block-booked with at least two presenter/exhibitors, including the applicant?:
Is your organization the lead presenter/exhibitor for this project, i.e., the presenter/exhibitor organizing the tour for multiple communities?:

Communities Involved with a Tour

If applicable, list the communities and presenting/exhibiting tour partners involved with a Lead Presenter/Exhibitor-coordinated tour.

Community	Presenter

Organizational Fiscal Summary

What is the beginning and end of your organization's fiscal year?:

	Income	Expense
Actual Budget: Last Complete Organizational Budget - Fiscal Year 20__		
Projected Budget: Current Year Operating Budget - Fiscal Year 20__		

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Project Budget

Complete the budget form for the proposed presentation/exhibition including anticipated income (organizational funds, admissions, contributions, grants, in-kind services, etc.) and expenses (artist fees, travel/freight, venue rental, marketing, technical and production costs, etc.).

A lead presenter-coordinated tour budget should include the project cost for the lead presenter community + the travel/freight costs for the additional community presenters to be included in the application, as expenses. "Community Presenter Commitments" on the income side, refers to the travel/freight the tour communities are committed to support for the artists/exhibits, beyond the amount included in the HAT fund request.

Project Income

Category	Cash Amount \$	In-kind Amount \$*
Admissions		
Individual Contributions		
Business/Corporate Contributions		
Grants (not including Harper request)		
Community Presenter Commitments		
Other:		
Other:		
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Total Project Income		

Project Expense

Category	Cash Amount \$	In-kind Amount \$*
Artist Fee		
Venue Rental Fee		
Travel (Out-of-State)**		
Travel (In-State)		
Local Transportation		
Freight (Out-of-State)**		
Freight (In-State)		
Lodging/Accommodations		
Per Diem/Meals		
Marketing		
Administrative Cost***		
Other:		
Other:		
Total Project Expense		

*The estimated dollar value of services or materials contributed to support the activity, excluding cash contributions. The valuation of donated supplies must not exceed the fair market value of the property at the time of the donation. Volunteer time must be calculated at a "fair market" price, that is, at a minimum wage that a person paid to do the same work would be paid. In-kind should be matched on the income and expense budgets.

**Lead Presenter/Exhibitor-coordinated tours may include out-of-state to in-state travel/freight in their requests, Individual Community tours are eligible for in-state travel/freight, only.

***Any tour may include up to 10% of the amount of request for travel/freight, for administrative costs, in their total HAT request amount, so long as the request does not go over an eligible grant request amount.