Individual Host Community Letter of Support Template for

Harper Arts Touring Fund Grant Application

Lead Presenter/Exhibitor Coordinated Alaska Arts/Culture Tour

*\*this template letter of support is an example of what a Letter of Support for communities working with a lead presenter/exhibitor on a coordinated HAT Tour. It is provided as a guide, and applicant organizations are encouraged to share this with your partners as a starting place in developing letters of support to include with a Lead Presenter/Exhibitor-coordinated tour application for the Harper Arts Touring Fund Grant.*

(Host Community Presenter/Exhibitor Organization Name)

(Host Community Presenter/Exhibitor Main Contact Person’s Name)

(Address)

(City, State Zip)

(Phone)

(Email)

Attn: Harper Arts Touring Fund

Re: (Name of Tour)

This letter is in support of the Lead Presenter (Lead Presenter organization name) and the tour of (name of tour). This tour will be in our community, (community name) on the following dates (dates of tour). The tour will be presented/exhibited at (location of presentation/exhibit) and the event will have an admission fee of (admission). While in our community, (name of tour) will include the following outreach:

(brief description of community outreach, if any planned, marketing and why this tour is suited to the community).

The following is our organization’s budget for the planned tour:

Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Direct Travel and Freight Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Harper Arts Touring Fund Grant Lead Presenter/Exhibitor will apply, on behalf of our organization, for funding for direct travel/freight cost in the amount of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Sources of income for the planned tour include: (list other sources of income for the tour in your community)

We, (organization name) agree to work with (Lead Presenter/Exhibitor organization name) in the coordination of this tour, and we agree to include the language “*This event (or) exhibit is supported in part by a Harper Arts Touring Fund grant, funded by the Rasmuson Foundation and administered, under contract, by the Alaska State Council on the Arts,*” in our print and publicity materials. This letter of support will not serve as a binding agreement, but rather as a commitment to the project and is contingent upon the receipt of funding.

(Include signature of authorized official for the organization, with title)