

Harper Arts Touring Fund Grant

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

Overview

The Harper Arts Touring Fund was established by the Rasmuson Foundation in 2002 to increase access to high quality performing arts, visual arts and culture exhibitions in communities throughout Alaska. The program is designed to encourage tours of Alaska's arts presentations and exhibitions; build the capacity of organizations in small communities to present and exhibit; and to build audiences for cultural events and exhibitions. The Fund provides grants to subsidize travel and freight expenses associated with the presentation of touring performances, or visual arts and material culture exhibitions in communities without regular access to these types of programs. Through a partnership with the Alaska State Council on the Arts, training and technical assistance are provided to help communities strengthen their ability to successfully present performing arts activities and visual arts and material culture exhibitions.

Eligible Applicant Organizations

- Alaskan organizations that have received 501(c)(3) status from the Internal Revenue Service and are classified as "not a private foundation" under section 509(a) of the Code
- Units of government and tribal entities
- A school, college or university if the proposed activity is open to the general public and the primary purpose of the project is NOT a school residency or to generate academic credit

Submission Timeline Considerations

Applications must be submitted at least 90 days prior to the scheduled activity. Applications may be submitted earlier than 90 days prior to the scheduled activity for the current fiscal year (July 1-June 30). Applicants are strongly encouraged to plan ahead, and if you are not sure when to submit your application because of fiscal year or other considerations, contact the program administrator for guidance. Grant award agreements will be sent to successful applicants within 60 days of application receipt. Grantees must sign and return the grant award agreement in order to receive payment on award. Grantees will submit the final report as soon as 60 days following the close of the activity, or no later than August 31st, following the close of the fiscal year.

Grant Award Amounts

- Organizations may apply for up to 75% of direct travel and freight expenses per tour.
- Individual community tours may apply for up to \$3,500.
- Lead presenter/exhibitor coordinated tours may apply for up to \$10,500 for a tour including multiple tour blocks, with at least two communities in a given tour.
- Presenters/exhibitors may apply for and receive no more than two Harper Arts Touring Fund grants per presenter, per fiscal year.

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Eligible Projects

Arts presentations and exhibitions including but not limited to: theater, dance, opera/musical theater, music, performances for young audiences, literary readings/storytelling, folk & traditional arts, media arts, and visual art and historical exhibitions are eligible provided they meet at least one of the following criteria:

- Presentations/exhibitions will engage Alaskan communities that do not have regular access to arts experiences.
- Presentations/exhibitions will feature Alaska-based artists or arts organizations touring to communities in Alaska.
- Presentations/exhibitions are specifically designed to attract new audiences or reach underserved populations within a community.
- Multi-community tours within Alaska that address some aspect of criteria 1-3 above, and that are coordinated by a lead organization.
- If a presentation/exhibition is traveling from outside of Alaska, then block-booking between at least two Alaska communities is required (See Lead Presenter/Exhibitor Coordination Details).
- The proposed activity must be marketed and open to the public. Where possible, the tour should include an educational/outreach component.

Eligible Expenses

- Travel and related freight: Artist travel (see definitions) and related freight costs associated with the presentation of touring performers and exhibition touring within Alaska.
- Administrative Costs: Applicants may utilize up to 10% of their grant award to offset administrative costs directly associated with the activity funded by the Harper Touring grant. Lead presenters may include not more than \$1,050 and individual communities not more than \$350 in their application requests.

Ineligible Expenses + other considerations

- Travel/freight for fundraising, benefit concerts or exhibitions are ineligible for support.
- Production and other expenses (i.e., costs associated with preparing a presentation/exhibition for tour including artist fees, set and crate fabrication, venue, hotel accommodations, etc.) should be included in a Harper Arts Touring Fund Grant budget, but are not considered travel and related freight or administrative cost.
- Underwriting for an organization's ongoing programming budget is ineligible for support.
- The Harper Arts Touring Fund Grant is not intended for ongoing support of an exhibition/presentation of the same artist, within the same community, year-over-year.

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Lead Presenter/Exhibitor Coordination Details

Presenters/exhibitors are encouraged to share presentations/exhibitions with rural and underserved communities. Lead presenters may submit a single application to support a multi-community tour. A tour qualifying for Lead Presenter/Exhibitor Coordination must include at least two communities: for example, the lead presenter community and one other community.

Responsibilities of the Lead Presenter/Exhibitor:

- To make contact with rural and underserved communities letting them know what presenting/exhibiting opportunities may be available
- To partner with identified communities
- To coordinate the tour and travel arrangements between the presenters/exhibitors, curators and participating artists
- To gather commitment letters for the grant application from each community presenter/exhibitor. Letters of commitment of support for an individual community presenter on a tour should including the specifics of the community presenter/exhibitor commitment to the project. Letters should specify the dates and venues of the presentation/exhibition, brief description of presentation/exhibition outreach and educational activities to be undertaken, the community's contact information, the community's financial support for the presentation/exhibition beyond Harper Arts Touring Funds (which may include in-kind support and ticket sales, and statement of commitment to work with the lead presenter to ensure the implementation of the tour.
- To distribute and administer the Harper Arts Touring Fund award amount in support of the travel and freight to the individual host communities, in partnership.
- Prepare and submit a final report for the tour.

Other items for a Lead Presenter/Exhibitor to consider:

- It is key for the lead presenter/exhibitor to work with all the individual community presenter/exhibitors to determine how Harper Arts Touring Fund grants will be administered across the partnership. A clear plan—in advance—for how funds will support the tour is important to a strong application.
- In some cases, artists or arts organizations may prefer to include travel and freight in an all-inclusive artist fee in relation to a tour block. If travel is not calculated separately across a tour block for a presentation or exhibition, it will be appropriate to estimate travel costs based on number of individuals traveling, amount of freight moving, and travel/freight options available to the communities included in a tour.
- Template letters of support are available to share with individual community presenter/exhibitors; contact the Harper Arts Touring Fund Grant program administrator.

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Selection Criteria for Harper Arts Touring Fund Grants

The following criteria are used to evaluate Harper Arts Touring Fund Grant applications. It is useful to consider how your application has addressed these criteria before final submission.

- The degree to which the activity increases access to the arts for underserved populations and/or communities. Priority will be given to applicants whose projects serve geographic areas without regular access to the arts.
- The artistic quality of the proposed presentation/exhibition. Special consideration will be given to organizations that present Alaskan artists or exhibitions reflecting the work of Alaskan artists.
- The capacity of the applicant to successfully present the activity. For Lead Presenter/Exhibitor-Coordinated Tours, the number of communities served by the proposed tour in proportion to organizational capacity.
- The applicant's plan for attracting new or underserved audiences and building community participation. Applicant's plan for marketing the activity, inclusion of the applicant's intended audience in planning the activity, and the quality and diversity of outreach associated with the activity.
- For repeat applicants: the diversity of art forms presented from year-to-year and the demonstrated ability to plan 3-6 months in advance.

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.

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Definitions

Presentation = A presentation of art in performance including but not limited to music, dance, theatre, storytelling, and poetry readings.

Visual arts or material culture exhibition = An exhibition of visual art work or material that represents culture, and including but not limited to exhibitions of paintings, sculpture, photography, artifacts representing indigenous cultures, cultural movements and events in history.

In-kind Income and Expense = The estimated dollar value of services or materials contributed to support the application 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 contributions should appear on both the income and expense sides of a project budget.

Outreach Activities = Outreach activities are those delivering "value-added" content as negotiated with the touring artist, organization or exhibition, in your community. Often these activities are geared toward education, reaching out to special populations within your community, or reaching out through special approaches—e.g. broadcast, community receptions, artist visits to special populations, etc.

Individual community presenter/exhibitor = An organization presenting or exhibiting in a single community.

Lead presenter/exhibitor = An organization that coordinates the tour of a presentation or exhibition to multiple communities within the state.

Block-booking = Block-booking is the practice of scheduling a number of performances in a specific region, with the goal of reducing costs (travel, accommodation, and fees) for the performer and presenter.

Travel = Direct costs for actual artist travel by plane, boat, car, etc., to and from a community. Direct travel costs do not refer to incidental costs related to artist travel, such as food or vehicle repairs, etc.

Freight = Direct costs for actual freight of an exhibition to and from a community. Direct freight costs do not refer to other production costs such as construction or purchase of travel crates.

Administrative Costs = Organizational expenses that support the programmatic activities (such as staffing and overhead) but are not direct programmatic costs (such as artist fees, travel, and freight).

Underserved populations or communities = Underserved communities or populations are defined as those whose access to arts programs, services or resources or whose opportunities to experience the arts are limited by geography, economic conditions, cultural demographic or ethnicity, sociopolitical circumstances, disability, age, or other demonstrable factors.