



## Harper Arts Touring Fund Grant Application for Performing Arts Presenters and Visual Art and Culture Exhibitors

### Instructions

*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.

**1) Application Form:** *to be completed by individual community presenter/exhibitor, or lead presenter/exhibitor for a coordinated tour.*

**2) Project Description:** *a narrative of up to two pages describing the following:*

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).
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.

**3) Project Budget Form** *to be completed by individual community presenter/exhibitor, or lead presenter/exhibitor for a coordinated tour.*



#### 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 amount of financial support, dates of the presentation/exhibit, and the community presenter contact information from other participating community presenters. (Sample letters of support are available on the ASCA Harper Arts webpage at <http://education.alaska.gov/aksca/grants2.html#harper>)

#### 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)

**Mail To:**

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

**Email a completed application with an electronic signature to:**

[laura.forbes@alaska.gov](mailto:laura.forbes@alaska.gov)

**Questions?**

Call Laura Forbes at the Alaska State Council on the Arts at (907) 269-6682 or 1-888-278-7424

**Certification (*attach this page to application materials*)**

I certify that the information provided in this application is true and correct to the best of my knowledge.

Applicant Organization \_\_\_\_\_

Authorized Official Signature \_\_\_\_\_ date \_\_\_\_\_

Signatory Name and Title (*printed*) \_\_\_\_\_



### **Application Form**

#### **Organizational Information**

Organization name \_\_\_\_\_

EIN/TAX ID# \_\_\_\_\_ DUNS # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact person and title \_\_\_\_\_

E-mail \_\_\_\_\_ Web Site \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Fiscal year ends \_\_\_\_\_ AMOUNT REQUESTED: \$ \_\_\_\_\_

#### **Project Information**

Performance/exhibition title \_\_\_\_\_

Number of public performances/exhibitions \_\_\_\_\_ Dates \_\_\_\_\_

Venue \_\_\_\_\_

Anticipated number of artists involved \_\_\_\_\_

Number of outreach activities \_\_\_\_\_ Dates \_\_\_\_\_

Number of days artist(s)/exhibit will be in your community \_\_\_\_\_

Will this project be block-booked with at least two presenters/exhibitors, including the applicant?

Yes  No

Is your organization the lead presenter/exhibitor for this project, i.e., the presenter/exhibitor that is organizing the tour?  Yes  No



Please list names of other presenters/exhibitors and communities, if applicable:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

**Organizational Financial Summary**

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

	Income	Expense
*Last Complete Organizational Fiscal Year 20__		
*Current Year Operating Budget Fiscal Year 20__		

\*Base this information on your organization's fiscal year.

**Project Budget** Complete the budget form for the proposed presentation that includes anticipated income (admissions, contributions, grants, in-kind services, etc.) and expenses (artist fees, travel/freight, venue rental, marketing, technical and production costs, etc.).



administered by the   
Alaska State Council on the Arts

### Project Budget Form

#### Income

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

#### 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		
Per diem/Meals		
Marketing		
Administrative Cost		
Other _____		
Other _____		
Total		

\* Included for Lead Presenter Coordinated Tours only. 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. "Community Presenter Commitments" refers to the cost of travel/freight the additional communities are committed to provide for the artists/exhibits.

\*\*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.