Presenting

FY2020 GUIDELINES

Application Deadline: March 28, 2019 by 4:00PM

NEW YORK STATE OF OPPORTUNITY. | Council on the Arts

ANDREW M. CUOMO
Governor

KATHERINE NICHOLLS
Chair

MARA MANUS
Executive Director

Helpful Information

TIMETABLE OF KEY EVENTS

Guidelines Released	January 23, 2019
Application Period Begins	February 11, 2019
Applications Due	**March 28, 2019 4 pm**
Award(s) Announced By	EST December 15, 2019

PROGRAM STAFF

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PLEASE NOTE:
These program guidelines have been developed for the current funding year. NYSCA's grant recommendations each year are the result of funds available, the volume of applications received, and a review process that includes the evaluation of all eligible proposals by a peer review panel. Past funding is neither a factor considered by the review panel nor a guarantee of future funding.

Funding Restrictions

Limitations to the Number of Applications

Organizations are limited to two grant requests to NYSCA. Each ongoing multi-year grant counts as one of these requests. Please note that the following categories **do not count** towards an organization's limit of two requests:

- ❏ Architecture + Design Program — *Independent Projects category*
- ❏ Dance Program — *Rehearsal Space and Residencies categories*
- ❏ Electronic Media & Film Program — *Art & Technology Initiative (see Workspace category)*
- ❏ Facilities Projects Program — *All categories*
- ❏ Folk Arts Program — *Apprenticeships category*
- ❏ Folk Arts Program — *Regional and County Folk Arts Programs category*
- ❏ Individual Artists Program — *All categories*
- ❏ Literature Program — *Translation category*
- ❏ State and Local Partnership Program — *Decentralization category*
- ❏ All Programs — *Regrants and Partnerships category*

Ineligible Activities

New York State law and NYSCA policy restrict the types of activities and expenditures that NYSCA may fund. NYSCA is unable to award funding for the following:

- ❏ Accumulated deficits and debt reductions
- ❏ Activities not open to the public, for example, activities restricted to an organization's membership. Funded activities must be open to the public and promoted as such
- ❏ Competitions and contests
- ❏ Components of an organization's budget that are not directed towards programs in New York State
- ❏ Entertainment costs for receptions, openings, and fundraising benefits/events
- ❏ Major expenditures for the establishment of a new organization
- ❏ Operating expenses and fellowships at professional training schools that are not open to the general public

- ❏ Operating expenses of privately owned facilities (such as homes and studios)
- ❏ Out-of-state travel expenses
- ❏ Programs of public school districts or their components or affiliates
- ❏ Programs that are essentially recreational, rehabilitative, or therapeutic
- ❏ Programs of New York State agencies or departments
- ❏ Requests for amounts that are greater than an organization's total operating expenses minus its total operating income
- ❏ Programs of public colleges and universities except under limited circumstances. Entities with close public college or university affiliations will be examined on a case-by-case basis to determine eligibility. **Such applicants are strongly advised to contact NYSCA program staff listed on the previous page of this document in advance of the application deadline to determine eligibility.**

Presenting Program - Overview

Please Note two important changes to the FY2020 Application Process:
1. Applicants no longer need to register requests on the NYSCA website; and
2. Applicants must submit through the online NYSCA-New York State Consolidated Funding Application (NYSCA-CFA). *The Grants Gateway will continue to be a critical part of the NYSCA grants Prequalification and contracting process for FY2020.*

The NYSCA FY2020 Application Manual (PDF) explains how to:
1. Review NYSCA's general requirements;
2. Become Prequalified in the Grants Gateway
3. Register in the NYSCA-CFA
4. Submit an application through the NYSCA-CFA and get help for technical questions.

The NYSCA FY2020 Application Manual and online NYSCA application guide are available on the NYSCA website at www.arts.ny.gov/application-guide . Please read all instructions carefully.

PROGRAM GOALS

The Presenting Program develops, nurtures, and strengthens presenters of live professional performing arts inclusive of works that explore multiple disciplines and arts forms, boundaries between art disciplines, and new forms of expression.

The Presenting Program:

- Encourages artistic excellence in the presentation of innovative and culturally diverse performance work. Projects must include performing arts disciplines, may be multi-or cross-disciplinary in nature and may integrate visual, media, and literary art forms in performance based works.
- Encourages the understanding and appreciation of performing artists and their work by diverse audiences of all ages, including the presentation of visionary work for children and family audiences.
- Encourages the development of new presenters in regions of the state with a scarcity of professional performing arts activity or an absence of a particular art form.
- Advances the presenting field in areas of planning, programming, marketing, and management through dialogues, technical assistance and use of new technologies.

Priorities:

- Programs or activities that present contemporary and new commissioned works.
- Programming that represents a cohesive curatorial vision and presents a broad range of culturally diverse work, particularly work by international artists, women artists or artists of color.
- Projects that explore new directions involving performing artists, multi-media, and hybrid art forms.
- Co-presentation efforts in which two or more partners share in the expenses and income.
- Presenters that operate in economically depressed communities as well as presenters that own and/or operate theatrical facilities.

Presenting Program - Overview

Prerequisites:

In order to apply for NYSCA Presenting support, an applicant organization must meet the following minimum criteria:

- ❏ Presenting considers support for only those organizations that engage, present and promote professional performing artists.
- ❏ Artists presented must be contracted and compensated by a flat guaranteed fee paid by the <u>applicant organization</u>. This includes projects that use a "curator" model. Contracted artist agreements are a requirement for support and must stipulate a minimum guaranteed artist fee. Guaranteed fees accompanied by share-of-gate terms are acceptable.
- ❏ Programs must be open to the public and must take place in public venues.

Sponsored requests are not eligible for support in this program.

The following activities are not eligible:

- ❏ Works in progress/showings
- ❏ Expenses related to the creation and/or development of a work including artist residencies and/or fellowships
- ❏ Programs that require artists to pay a fee for application or participation in a proposed project
- ❏ Events that take place in private homes
- ❏ Single and two-day festivals (unless incorporated within a larger presenting season)
- ❏ Competitions, contests, talent showcases, parades
- ❏ In-school classroom activity, master classes, or workshops
- ❏ Presentations or events that include the presentation of the organization's own work or work of their staff or board members, even when the project includes guest artists
- ❏ Student work
- ❏ Organizations receiving Decentralization support within the same year as an application to NYSCA are NOT eligible.

Types of Presenting Support

Applicants may make a total of two discrete requests NYSCA-wide, except in categories exempt from the two-limit request (see above). General Operating Support is limited to one request NYSCA-wide.

GENERAL OPERATING SUPPORT

General Operating Support is provided for organizations whose primary mission is the presentation of professional performance work for public audiences. General Operating Support represents an investment by NYSCA in an organization's primary artistic mission and ongoing work, rather than a specific project or program.

General Operating Support seeks to reward exemplary practice in all areas of administration, finance, programming, and other organizational activities. General Operating Support is directed toward ongoing activities of arts and cultural organizations, arts and cultural programs operated as independent entities within their own organizations, or significant ongoing arts and cultural programming within organizations whose mission is not primarily arts based, for example, a performing arts center operated as a discrete entity within a college or university or a theater program operating within a multi-arts center.

When considering the provision and level of General Operating Support, NYSCA examines the nature, scope, and quality of an organization's programs and activities, managerial and fiscal competence, and its public service.

General Operating Support grants will be no less than $5,000 and will not exceed 25% of an organization's budget, based on the income and expense statement for the organization's most recently completed fiscal year. In FY19 the median grant awarded was $39,125, and the largest grant awarded was $70K. General Operating Support is awarded on a multi-year basis.

New applicants are required to contact NYSCA staff well before the deadline.

Prerequisites:

In order to be eligible to apply for General Operating Support, an applicant organization must meet the following minimum criteria:

- ❏ The primary focus or mission of an organization must be in the discipline in which the organization is seeking General Operating Support;
- ❏ Applicants must demonstrate a history of significant presenting activity or services in New York State;
- ❏ The organization must present a minimum of **ten** discrete presentations by **ten** different professional performing artists along with ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public;
- ❏ The organization must demonstrate fiscal stability as indicated by such factors as a positive fund balance, an absence of substantial, recurring organizational deficits, a realistic and balanced organizational budget, diverse revenue sources, and strong internal controls;
- ❏ The organization must currently employ one or more qualified, salaried (not contracted) full time or part time executive staff; and
- ❏ The organization must have a viable, committed board of directors, with officers, that exercises oversight and accountability for governance, operations, programming and finances.

Types of Presenting Support

PROJECT SUPPORT - PRESENTATION

The Project Support - Presentation category offers support to experienced presenters of live professional performing arts. Funding is directed toward costs related to professional performing arts presentations.

Prerequisites: **In order to be eligible to apply for Project Support - Presentation, an applicant organization must meet the following minimum criteria:**

❏ Applicants must present a minimum of **five** performances by **five** different professional artists over **five** separate dates. The Program considers a festival day to be a single performance even when several artists are presented throughout the day. Festival-only presenters must present a minimum of three multiple performance days.

❏ The request amount should not exceed 50% of the project budget. In FY19 the median grant awarded was $14,933, and the largest grant awarded was $40,000.

REGRANTS AND PARTNERSHIPS SUPPORT

Application to the Regrants and Partnerships Programs category is by invitation only.

NYSCA may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. Organizations are invited based on an identified, unmet need within a discipline by Program staff and the service profile of the applicant organization. This category covers a range of services from the administration of technical assistance funds to fees for artist appearances. Organizations applying to NYSCA in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

This category covers a range of services from the administration of technical assistance funds to fees for artist appearances. Services can either have a long-term role in the arts community or be developed to meet a short-term need. Some organizations may use a panel review process to determine re-grant awards for their projects, while others may be limited primarily to assigning and accounting for consulting services. A working knowledge of the target audience, arts discipline, and service area is essential for those organizations receiving grant contracts in this category. Organizations applying to NYSCA in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

Administrative costs for delivery of services can vary depending on the nature, depth, and scope of the work, but rarely exceed 15% of project costs. Organizations receiving support for regrants in this category are required to report on the distribution of funds, characterizing the demographics of the recipients.

Prerequisites: **In order to be eligible to apply for Regrants and Partnerships, an applicant organization must meet the following minimum criteria:**

❏ Its primary focus or mission must be in the discipline in which the organization is seeking Regrants and Partnerships Support; or the organization must have significant ongoing activities or services that address the focus of the NYSCA program in which the organization is seeking support;

❏ It must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline;

❏ The organization must make evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; or the organizational mission must be primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services;

❏ It must demonstrate fiscal stability as indicated by such factors as a positive fund balance, an absence of substantial, recurring organizational deficits, a realistic and balanced organizational budget, diverse revenue sources, and strong internal controls;

❏ The organization must employ one or more qualified, salaried administrative staff;

❏ It must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances; and

❏ It must demonstrate a consistent policy of fair payment to consultants, organizations and artists.

Types of Presenting Support

SERVICES TO THE FIELD

The Services to the Field category provides funding to advance the presenting field in all areas of management and presentation. Requests are welcome from organizations interested in conducting and/or administering projects and activities that provide professional services to New York State performing arts presenters.

Such services may focus on programmatic, informational, or managerial areas and may include professional development workshops, roundtable discussions, symposia, artist showcases, or projects that utilize new technologies. Priority is given to services carried out on a regional or statewide basis.

New applicants are required to contact NYSCA staff before the deadline.

Prerequisites:

In order to be eligible to apply for Services to the Field, an applicant organization must meet the following minimum criteria:

- ❏ The organization must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline;
- ❏ The organization must make evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; or the organizational mission must be primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services;
- ❏ The organization must demonstrate fiscal stability as indicated by such factors as a positive fund balance, an absence of substantial, recurring organizational deficits, a realistic and balanced organizational budget, diverse revenue sources, and strong internal controls;
- ❏ The organization must employ one or more qualified, salaried administrative staff;
- ❏ The organization must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances; and
- ❏ The organization must demonstrate a consistent policy of fair payment to consultants, organizations and artists.

Presenting - Questions

The Questions below must be completed in the NYSCA-CFA under the QUESTIONNAIRE and NYSCA Tabs.

STANDARD QUESTIONS: *ALL PRESENTING APPLICANTS MUST ANSWER THE QUESTIONS BELOW:*

LEGAL NAME OF APPLICANT

APPLICANT ADDRESS TABLE: Street, City, State, Zip

CONTACTS TABLE: (For Primary and Secondary Contact, Executive Director/Equivalent Position and Board Chair/President): First Name, Last Name, Title (for Primary and Secondary Contact), Phone, Email

MISSION: Please enter your organization's current mission statement. (Max 250 characters)

ACTIVITIES: Provide a brief overview of your organization's programs and activities as it relates to your mission in the previous question. (Max 1,000 characters)

STAFF LIST TABLE: First Name, Last Name, Title, Salary Range for Up to Five Primary Staff.

DIVERSITY/INCLUSIVENESS: Given your mission and the community you serve, how does your organization address diversity and inclusiveness? In your response, discuss in terms of staff, board, and audience composition, as well as the programs and services your organization provides. (Max 1,000 characters)

ACCESSIBILITY: A universal and inclusive environment for the arts allows everyone, including people with and without disabilities, and people of all ages, to access the facilities and programs of an organization. What actions has your organization taken to make your facilities, programs, and communications systems accessible and usable by all? (Max 1,000 characters)

FACILITIES: Briefly describe your facilities. Explain any relocations, expansions, renovations, or major improvements undertaken in the recent past or planned for the future. (Max 750 characters)

> **ORGANIZATION'S FACILITIES/REAL ESTATE ARE**: Choose "Owned" or "Rented"
> **IF RENTED, DATE CURRENT LEASE EXPIRES**:
> **DAYS/HOURS/SEASONS OF OPERATION**:

TOTAL NUMBER OF VISITORS/USERS/AUDIENCE: How many audience members, exhibition visitors, service users, or visitors to your facility do you serve? Provide an average annual figure.

SOCIAL MEDIA TABLE: Provide links to primary website and two additional social media, if your organization maintains.

FISCAL YEAR END DATE: Format MM/DD

YEAR INCORPORATED: Format YYYY

PROJECT NAME (* Completed when the application is created)

PROJECT DESCRIPTION: Provide a brief description of your project. (Max 250 characters)

PROJECT OBJECTIVE: Please indicate the primary goals of this request. (Max 250 characters)

Presenting - Questions

STANDARD QUESTIONS - PRESENTING APPLICANTS (cont.)

PROJECT PERFORMANCE MEASURE: Indicate how you will measure the success of the request, should it be supported. (Max 250 characters)

PROJECT CAPACITY: Indicate how your staffing will provide sufficient support for the project (experience, training activities). (Max 250 characters)

PROJECT REQUEST AMOUNT: (* Completed under the Funding Tab)

PROJECT TOTAL EXPENSES: (* Completed under the Funding Tab)

ADDITIONAL STANDARD QUESTIONS: *All PRESENTING applicants must also answer the questions below:*

For all Additional Standard Questions– Maximum Character Limit is 2,000.

ARTISTIC/PROGRAMMATIC — ORGANIZATIONAL BACKGROUND:
Provide a brief overview of your organization, how it was established, and its artistic vision.

ARTISTIC/PROGRAMMATIC — AUDIENCE ENRICHMENT:
Describe any humanities-related activities carried out in conjunction with the performance events.

MANAGERIAL/FISCAL — ARTIST AND PROGRAMMATIC CONSULTANT FEES:
Detail artist compensation.

MANAGERIAL/FISCAL — GOVERNANCE:
Describe the board and/or governing body, define roles and responsibilities.

MANAGERIAL/FISCAL — FACILITIES:
Describe the venue and facilities used for programming including venue capacity, stage dimensions and production-related amenities.

MANAGERIAL/FISCAL — SUPPORT MATERIALS:
Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment. Note: Marketing materials (sample programs, flyers, catalogs or brochures) may be forwarded in hard copy directly to Program Staff. The remainder of the Support Materials must be uploaded with the application.

SERVICE TO THE PUBLIC — MARKETING/AUDIENCES:
Provide an overview of your marketing plan, including website and social media. Describe your target audience and market and provide audience development goals and strategies. Include any detail regarding admission policy even if there is no charge for an event.

SERVICE TO THE PUBLIC — COMMUNITY CONTEXT:
Identify the other organizations in the market area that provide similar performing arts activities and describe how your organization and programs fit within the greater landscape. Include any partnerships or collaborations with other organizations.

Presenting - Questions

GENERAL OPERATING SUPPORT: *All applicants to GENERAL OPERATING SUPPORT must complete the following questions:*

For all General Operating Support Questions– Maximum Character Limit is 2,000

1G. ARTISTIC/PROGRAMMATIC — Program Overview:
As it relates to this request, provide an overview of the programming and the rationale for the artistic choices made. Highlight the work from the previous 2 seasons and provide an overview with as much specificity as available for the proposed season including artists you propose to present; highlight any lesser- known artists. Discuss any new developments or initiatives along with expected goals or outcomes.

2G. ARTISTIC/PROGRAMMATIC — Evaluation:
Describe how your organization evaluates the impact of the programs, services, and/or other organizational initiatives against the goals and outcomes stated.

3G. MANAGERIAL/FISCAL — Finances
Detail plans for meeting current and future expenses. Include sources of earned and unearned income. Explain any current and/or recurring surplus or deficits.

Note: Use the "Budget Notes" section of the Project Budget to detail the content/formula for each income and expenses line. Explain any large deficit or surplus.

PROJECT SUPPORT: *All applicants to PROJECT SUPPORT must complete the following questions:*

For all Project Support - Presentation Questions– Maximum Character Limit is 2,000.

1P. ARTISTIC/PROGRAMMATIC — Project Summary:
As it relates to this request, provide an overview of the project and the rationale for the artistic choices made. Highlight the work from the previous 2 seasons and provide an overview with as much specificity as available for the proposed season including artists you propose to present; highlight any lesser- known artists. Include goals and expected outcomes for the program.

2P. ARTISTIC/PROGRAMMATIC — Co-Presenters:
If applicable identify each partner and delineate the roles and responsibilities of each partner. Articulate the joint planning process as well as the financial and marketing commitments for each party.

3P. ARTISTIC/PROGRAMMATIC — Evaluation:
Describe how your organization will assess the impact of the program against the goals and outcomes stated.

4P. MANAGERIAL/FISCAL — Finances:
Describe sources of funding (other than NYSCA) and fundraising strategy for this project. Provide detail regarding both secured and pending funding sources.

Note: Use the "Budget Notes" section of the Project Budget to detail the content/formula for each income and expense line. Explain any large deficit or surplus.

Presenting - Questions

REGRANTS AND PARTNERSHIPS: *All applicants to REGRANTS AND PARTNERSHIPS must complete the following questions:*

For all Regrants and Partnerships Questions– Maximum Character Limit is 2,000

1R. ARTISTIC/PROGRAMMATIC — Project Summary:
Describe the regrant or partnership program, its priorities, the constituents served and how it differs from or complements other programs in the community or field. Provide the organizational URL.

2R. ARTISTIC/PROGRAMMATIC — Relevance to Mission:
How does this program relate to your organization's mission, goals and programming?

3R. ARTISTIC/PROGRAMMATIC — Scope of Activity:
For ongoing regrant projects, describe the number of requests received, on average, for each of the past two years. Include the average request amount and grant amount. If this is a new request or service, project the number of anticipated requests and the range of grant amounts to be awarded.

4R. ARTISTIC/PROGRAMMATIC — Work Plan:
Outline the schedule and work plan for the next granting or activity cycle. Provide an overview of annual regrant or program deadlines and related activities.

5R. ARTISTIC/PROGRAMMATIC — Selection Process:
Describe the application and selection process, noting what is required of applicants, restrictions, and whether there is a panel review. If applicable, describe the composition of the panel and the review process.

6R. ARTISTIC/PROGRAMMATIC — Evaluation:
Describe how the effectiveness of this program is evaluated and assessed and how this has impacted the program. Describe the benefits of this re-grant or partnership to the community and general public.

7R. MANAGERIAL/FISCAL — Staffing:
Who is responsible for the administration of this project? Describe their role, detailing their duties and noting whether this is a full time, part-time or consultant position. If the coordinator has other responsibilities within the organization, describe them.

8R. MANAGERIAL/FISCAL — Governance
Describe the involvement of the board in management and program oversight.

9R. MANAGERIAL/FISCAL — Finances:
If appropriate to the regrant or partnership project, detail plans for meeting current and future expenses beyond income from NYSCA. Include sources of earned income.

10R. SERVICE TO THE PUBLIC — Constituency:
Describe the audiences and communities to be served.

11R. SERVICE TO THE PUBLIC — Marketing/Outreach:
Detail the outreach plan and marketing strategies specific to this project and how diverse communities, arts groups and artists, including those not currently served by the program, are addressed. Include details about technical assistance and resources provided for emerging artists and arts groups.

Presenting - Questions

SERVICES TO THE FIELD

All applicants to SERVICES TO THE FIELD must complete the following questions:

For all Services to the Field Questions – Maximum Character Limit is 2,000.

1S. ARTISTIC/PROGRAMMATIC — Project Summary:
Describe the proposed service and key challenges to be addressed. Outline the specific goals of this service, strategies for delivery of service and a specific timetable for the project.

2S. ARTISTIC/PROGRAMMATIC — Evaluation:
Detail the intended impact and how this will be assessed. Describe the methods to be used for assessment and evaluation.

3S. MANAGERIAL/FISCAL — Project Staff:
Identify key staff, advisors, and consultants providing this service, summarizing their credentials and roles. If selection of project personnel is pending, describe the process and outline the qualifications of individuals being sought.

4S. MANAGERIAL/FISCAL — Finances:
Describe any plans, projects, and activities for meeting the expenses of this project and how the board is involved in these efforts.

5S. SERVICE TO THE PUBLIC — Audience/Constituency:
Describe the constituency to be served and identify the methods for determining the need. If applicable, detail the process to be used for selection of participants.

6S. SERVICE TO THE PUBLIC — Service Delivery:
Describe how the organization can effectively deliver these services in terms of technical, administrative, and informational capacity. If a website or listserv is part of the service, detail how it supports the service(s) and how it is maintained.

7S. SERVICE TO THE PUBLIC — Outreach and Marketing:
Outline the outreach plan specific to the proposed service. Include efforts to reach constituents in under-represented communities. Provide cost or fees associated with the project.

Presenting - Support Materials

Required Support Materials must be uploaded in the NYSCA-CFA under the DOCUMENTS tab (other than Board list which will be uploaded within the NYSCA tab), unless otherwise noted below

Marketing materials only may be submitted via hard copy or uploaded online to the NYSCA-CFA. All remaining materials must be uploaded online to the NYSCA-CFA.

Hard-copy support material submissions must be received in NYSCA's office no later than Tuesday, March 21, 2019. Hard-copy support materials will not be returned, therefore please do not send the only copy of any material.

NYSCA's address for submission of these materials is:

Presenting Program – Program Director
NYSCA
300 Park Ave. South, 10th Floor
New York, NY 10010

STANDARD SUPPORT MATERIALS – *ALL PRESENTING APPLICANTS must submit the support materials below:*

1. **BOARD OF DIRECTORS LIST, including affiliations**. A sample template is available at https://grantsmanagement.ny.gov/system/files/documents/2018/10/sample-board-directors-profile.pdf
2. **Event Schedule Form** – Returning grantees must complete the Event Schedule for each year for up to 3 years of the previous funding cycle listing each presentation and attendance. New applicants or grantees returning from single year funding must complete the Event Schedule for the most recently completed season and the current season. Click here to download the form.
3. **Copies of artist contracts**, letters of agreement or intent dated and signed by the presenter and the performing artists. Sample contracts from the current or previous season may be submitted should contracts for the proposed season be unavailable at the time of application deadline. Email communication that clearly indicates mutual agreement **and** the artist fee is acceptable. Documentation must demonstrate mutual agreement between parties; include the dates and location of projected performances and the guaranteed artist compensation. **Do not include Contract Riders.** Signatures by artist representatives must be clearly identified in print and by signature.
4. **Biographies of proposed artists** and/or background information for each event not to exceed a half page.
5. For co-presentations - a s**igned and dated agreement** that outlines each partner's contribution in terms of artist fees, marketing and physical presentation.
6. Up to **3 representative marketing materials** (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. We strongly recommend that marketing materials be forwarded in hard copy to Program Staff in lieu of uploading here.

Presenting - Support Materials

GENERAL OPERATING SUPPORT: *All applicants to GENERAL OPERATING SUPPORT must submit the support materials below:*

1. **Résumés** or biographical statements of up to 3 key staff, maximum of 1 page
2. **Long-range or Strategic Plan**

REGRANTS AND PARTNERSHIPS: *All applicants to REGRANTS AND PARTNERSHIP must submit the support materials below:*

1. **Résumés** or biographical statements of key project staff, maximum of 1 page each
2. If this is a regrant, a c**omplete list of grantees** from the current and previous year, project descriptions and grant amounts

SERVICES TO THE FIELD: *All applicants to SERVICES TO THE FIELD must submit the support materials below:*

1. **Résumés** or biographical statements of key project staff, maximum of 1 page each
2. **Sample questionnaires** and in-take forms or evaluation of services
3. **Listing of program participants** or constituents served
4. **Résumés** of consultants, facilitators, speakers