



Harper Arts Touring Fund Exhibit Application

Instructions

If you have received funding through the Alaska State Council on the Arts before: complete sections 1-3 of the application requirements, below.

If you have not received funding through the Alaska State Council on the Arts before: complete sections 1-4, below.

All applicants must sign the “certification” section of this application.

Applicants may receive up to a maximum of two Harper Arts Touring Fund grants per exhibitor, per fiscal year. The fiscal year for the Alaska State Council on the Arts is July 1 to June 30.

Incomplete applications or applications not submitted by the host community will not be reviewed. 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.

1) Application Form: *to be completed by community exhibitor in host community, or lead exhibitor*

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

- I. The proposed exhibit, any planned community outreach activities, and the ways in which you intend to publicize the exhibit.
- II. Your community’s demographics, access to arts activities, and other information that will help us understand your community.
- III. Your proposed audience and how this exhibit will benefit underserved populations and/or communities. Include any special constituencies involved in this project.
- IV. How will this project strengthen your organization’s ability to present future programs?
- V. For lead 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 exhibit.
- VI. Complete travel information for the project: cost estimates from airlines or other carriers, where the exhibit is traveling from, where it is going and the method/means of travel (air, boat, etc.)
- VII. If the activity is planned for two or more communities and there is no lead exhibitor, describe how the travel costs will be shared among the participating communities.



3) Attachments required for all applications

- I. Copy of signed letter of intent, contract or other document indicating commitment/availability of the exhibit during your project’s timeframe.
- II. One page overview of the proposed exhibit.
- III. For lead exhibitors only: include letters of support detailing the specifics of the community exhibitor organizational commitment to the project including amount of financial support, dates of the presentation/exhibit, and the community exhibitor contact information forms from other participating community exhibitors.

4) Additional attachments for applicants who have not received funding from ASCA

- I. If applicable, a representative list of your touring exhibit history for the last three years. Include artists/topics interpreted, audience size, and exhibit fees paid.
- II. 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.)
- III. 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.)

Do not staple or bind your materials together - paperclip materials together.

Mail 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

Questions?

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

Certification

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

Applicant Organization _____

Applicant Name and Title (printed) _____

Authorized Official (Board Chair, CEO, ED) Signature and Date



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

Exhibition title _____

Location of exhibition _____

Number of other outreach activities _____ Dates of exhibition _____

Will this project be block booked with at least two exhibitors, including applicant? Yes No

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

Please list names of other exhibitors and communities, if applicable (attach additional information to application form, if necessary):

1) _____

2) _____

3) _____

4) _____



Organizational Financial Summary

	Actual Income	Actual Expense	Budgeted Income	Budgeted Expense
*Last Complete Annual Organizational Fiscal Year 20____				
*Current Year Organizational Budget Fiscal Year 20____				
Total Proposed Harper Arts Project Budget				

*Base this information on your organization’s fiscal year.

Project Budget

Complete the budget form for the proposed performance that includes anticipated income (earned income from admissions, donations, grants, in-kind services, etc.) and expenses (artist fees, travel/freight, facility rental, marketing, technical and production costs, etc.). The proposed budget should be balanced (income equals expenses.)

Income	\$ Amount	Expense	\$ Amount
Ticket Sales		Artist Fee (if applicable)	
Cash Contributions		Venue Rental Fee	
In-Kind Contributions (Please List)		Travel	
		Freight	
		Lodging	
		Per Diem/Meals	
		Local Transportation	
		Marketing	
Other (Please List)		Administrative Cost	
		Other (Please List)	
Harper Arts Touring Request			
Total Income		Total Expense	