



## Harper Arts Touring Fund Performing Arts 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 presenter, 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 presenter in host community, or lead presenter*

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

- I. The proposed performance(s), any planned community outreach activities, and the ways in which you intend to publicize the presentation.
- 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 presentation 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 presenters 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.
- VI. If the activity is planned for two or more communities and there is no lead presenter, 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 performers during your project’s timeframe.



- II. Complete travel information for the project: cost estimates from airlines or other carriers, where the performance is traveling from, where it is going and the method/means of travel (air, boat, etc.) and how many performers are involved.
- III. Resume/biography of the artist(s) to be presented.
- IV. 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 forms from other participating community presenters.

**4) Additional Attachments for First Time Applicants**

- I. If applicable, a representative list of your presenting history for the last three years. Include artists presented, audience size, and artist 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](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**

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**

Performance title \_\_\_\_\_

Number of public performances \_\_\_\_\_ Dates \_\_\_\_\_

Location of event \_\_\_\_\_

Anticipated number of performers involved \_\_\_\_\_

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

Location of outreach activities \_\_\_\_\_

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

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

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



Please list names of other presenters 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 presentation 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	
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)	
<b>Harper Arts Touring Fund Request</b>			
<b>Total Income</b>		<b>Total Expense</b>	