

## **HARPER ARTS TOURING FUND EXHIBIT TOUR APPLICATION**

*Submit the original and one copy of the entire application including the following:*

### **1) Application Form**

#### **2) Project Description:**

*a narrative of up to two pages describing the following:*

- The proposed exhibit and any planned community outreach activities.
- Your community's demographics, access to arts activities, and other information that will help us understand your community.
- Your proposed audience and how this presentation will benefit underserved populations and/or communities. Include any special constituencies involved in this project.
- How will this project strengthen your organization's ability to present future programs?
- 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.
- 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).
- 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**

- Copy of signed letter of intent, contract or other document indicating commitment/availability of the exhibit during your project's timeframe.
- If applicable, a representative list of your exhibit history for the last three years. Include audience size, and exhibit fees paid.
- One page overview of the proposed exhibit.
- Copy of your IRS 501(c)3 letter.
- Submit one complete application for each artist/exhibit you plan to present. Maximum of two applications per organization per year.

Complete the checklist at the end of this application to ensure all documents are included.

Incomplete applications will be returned.

Applications should be postmarked or hand delivered no later than 90 days prior to the event or tour.

Applications will be reviewed on an ongoing basis.

**HARPER ARTS TOURING FUND  
EXHIBIT TOUR APPLICATION FORM**

**Applicant Information**

Organization name \_\_\_\_\_ EIN/TAX ID# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

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

Fiscal year ends \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_

**Project Information**

Exhibit title \_\_\_\_\_

Dates of exhibition \_\_\_\_\_

Location of exhibition \_\_\_\_\_

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

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

Will this project be block booked with at least two organizations?  Yes  No

Is your organization the lead presenter for this project, i.e., the presenter that is organizing the tour?

Yes  No If "no", name of lead presenter: \_\_\_\_\_

Please list names of other presenters and communities:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

7) \_\_\_\_\_

**Organizational Budget Summary**

Last complete fiscal year (actual) FY \_\_\_\_\_ Income \$ \_\_\_\_\_ Expenses \$ \_\_\_\_\_  
 Project year FY \_\_\_\_\_  
 Organization Income \$ \_\_\_\_\_ Organization Expenses \$ \_\_\_\_\_  
 Total Project Expenses \$ \_\_\_\_\_ Total Project Income \$ \_\_\_\_\_

**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).

**Project Title** \_\_\_\_\_

<b>Income</b>	
Ticket sales	
Cash contributions	
In-kind contributions (List)	
Other (List)	
Harper Arts Touring Fund (request)	
<b>Total income</b>	

<b>Expenses</b>	
Artist fee (if applicable)	
Venue rental fee	
Travel expenses	
Freight	
Lodging	
Per diem/meals	
Local transportation	
Marketing/publicity	
Administrative costs	
Other (List)	
<b>Total expenses</b>	

**Checklist and Certification**

*Include original and one copy of:*

- Completed Application Form
- 1-2 page narrative
- Complete travel/freight information, including a detailed estimate of travel/freight costs
- Copy of signed letter of intent or other document which indicates commitment/availability of exhibit during your project's timeframe
- Representative list of your organization's exhibition history in the last three years.  
(For first time applicants be sure to include name of exhibits, size of audience, and exhibit fees paid.)
- Exhibition description which indicates level of artistic quality.
- Copy of your IRS 501(c)3 letter.

**Lead Presenters**

- Applications from each of the participating communities  
Note: only one set of exhibit/artist support materials need be submitted.

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

**Mail To:**

Rasmuson Foundation  
301 West Northern Lights Blvd., Suite 400  
Anchorage, AK 99503

**Questions?**

Call the Rasmuson Foundation at (907) 297-2700 or 1-877-366-2700.  
Additional applications available on-line at [www.rasmuson.org](http://www.rasmuson.org).

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**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) \_\_\_\_\_

Applicant Signature and Date \_\_\_\_\_