

HARPER ARTS TOURING FUND PERFORMING ARTS 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 performance(s) 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.
- 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 performers during your project's timeframe.
- 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.
- If applicable, a representative list of your presenting history for the last three years. Include artists presented, audience size, and artist fees paid.
- Resume/biography of the artist(s) to be presented.
- Copy of your IRS 501(c)3 letter.
- Submit one complete application for each artist you plan to present. Maximum of two applications per presenter 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
 PERFORMING ARTS 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

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 If "no", name of lead presenter: _____

Please list names of other presenters and communities:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Organizational Financial 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 _____

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

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

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 artist(s) during your project's timeframe
- Representative list of your organization's presenting history in the last three years.
(For first time applicants be sure to include names of artists, size of audience, artist fees paid.)
- Artist(s) Biography/Resume or description which indicates level of artistic quality.
- Copy of your IRS 501(c)3.

Lead Presenters

- Applications from each of the participating communities
Note: only one set of 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.

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 _____