

DESCRIPTION

The Commission supports touring by Virginia performing arts and ensembles within the state. The touring activities are restricted to those listed in the Commission's annual Tour Directory. Any not-for-profit organization meeting the eligibility criteria listed below can apply to receive a touring assistance grant to support these activities. Grants are made to the presenter (sponsor), not to the touring artist(s). Touring artists apply to be listed in the Tour Directory with a set dollar amount reserved to support their touring.

DEADLINE

Presenters (sponsors) should send completed applications and copies of the signed contracts to the Commission office between March 15, 2013, and December 1, 2013. Applications (including signed contracts) must be received at least **four weeks** prior to the scheduled event.

ELIGIBILITY & CRITERIA

Virginia not-for-profit organizations, units of local government, and educational institutions that meet the Basic Eligibility criteria listed in the 2013-2014 [Online Guidelines for Funding](#) are eligible to apply.

AMOUNT OF ASSISTANCE

The Commission will fund up to 50 percent of the artist's fee for any touring program listed in the Commission 2013-2014 Tour Directory, subject to the overall limit for each touring artist/ensemble.

APPLICATION SUBMISSION CHECKLIST

A complete application must contain **one** collated set of the following items. Any application not containing all of the items will be considered incomplete and will be returned with a brief explanation. **NOTE:** Be sure to keep a copy of your application and all forms and attachments.

- Completed Presenter Touring Assistance Application on 8.5" x 11" pages typed on one side.
- A copy of the contract between the presenter (sponsor) and the touring artist signed by representatives of both parties. See page 3-4 of the Tour Directory for suggestions about the contract.
- Signed Certification of Assurances by an authorized official of the organization or the school.
NOTE: For public schools the authorizing official is the principal; for PTAs/PTOs it is the president.
- A completed National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form.
- A copy of your organization's Federal tax-exemption letter (not required for public schools, colleges, or units of government).
NOTE: PTAs/PTOs must submit this letter. Do NOT submit a Virginia Sales Tax Exemption form.

APPLICATION REVIEW & PAYMENT PROCEDURE

The Tour Directory is distributed every fall, listing basic information about artists and ensembles eligible for tour support and descriptions of the touring program. Touring artists/ensembles and presenters (sponsors) may begin scheduling and signing contracts at this time.

Presenters send applications for touring support and attachments to the Commission between March 15, 2013, and December 1, 2013, at least **four weeks** before the scheduled event.

The Commission awards touring support grants to presenters (sponsors) of a particular artist/ensemble on a first-come, first-served basis from that artist's/ensemble's allocation until December 1, 2013. Presenters (sponsors) should not consider touring grants automatic but should wait for confirmation from the Commission. Award letters are generally mailed by the Commission two weeks after receipt of each completed application and contract. After December 1, 2013, the Commission pools any uncommitted touring funds and awards the funds to presenters (sponsors) of any artist/ensemble (except Richmond Ballet, Richmond Symphony and Theatre IV) in the Tour Directory on a first-come, first-served basis (see #10 of the application directions to apply for these 'waiting list' funds).

For grant awards of over \$150, the Commission will send 85 percent of the grant to the presenter (sponsor) before the scheduled touring program. The Commission will pay the final 15 percent of the grant after receiving and approving the final report. For grants of \$150 or less, payment will be made after the Commission has received the completed final report. **Final reports must be submitted within 30 days after the touring activity and before June 15, 2014.**

If any presenter (sponsor) receiving subsidy for one of these touring artists/ensembles has actual income in excess of expenses, the presenter (sponsor) must use these additional funds for other arts activities, and the Commission must approve the use of any of these excess funds up to the amount of the grant.

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NOTE: Keep a copy of your application and all forms and attachments.
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Applicants should read the [2013-2014 Online Guidelines for Funding](#) and the Certification of Assurances & Grant Conditions Agreement to verify compliance with all Commission requirements and grant conditions. In signing the Grant Conditions Agreement and application, you are agreeing to comply with all of these conditions.

Mail application to:

Virginia Commission for the Arts
1001 East Broad Street, Suite 330
Richmond, VA 23219
804.225.3132 (Voice/TDD)
www.arts.virginia.gov

Please Note New Address

DIRECTIONS

Provide all the information requested below in the order listed and send it to the Commission at the mailing address above. The Commission will not accept applications via facsimile transmission or other electronic means. For assistance or more information, contact the Commission office.

1. Type **"2013-2014 Presenter Touring Assistance"** at the top of a white 8.5" x 11" page. Provide the information requested below, using a typeface of 12 point or larger, and the attachments.
2. **Presenter (sponsor) name, address, and city/county.** Name, address, zip code of organization presenting/sponsoring the touring program. Also, give the name of the Virginia county or independent Virginia city in which the presenter/sponsor is located.
3. **School Division.** Only for presenters (sponsors) that are public schools. Type the city or county school division in which the school is located (e.g. Henrico County, Louisa County, Richmond City).
4. **Telephone, email, website (URL).** Include area code and telephone number of organization/school as well as the e-mail address or website for the organization/school.
5. **Federal Employer ID number.** Number assigned by the federal government, not by the state. Public schools should contact the school division office for assistance. Payments cannot be made without this 9-digit number. Payments to public schools may be made via electronic transfer. If so, grant payments will be sent to the school division's central office. **(A letter from the Internal Revenue Service with the Federal Employer ID number must be included with the application, this includes all non profit organizations, private schools & colleges, PTAs and PTOs. Not applicable to public schools or government units.)**
6. **Presenter (sponsor) Contact Person.** Name and telephone number (if different from above) of the person to contact for more information about this application.
7. **Touring artist/ensemble to be presented.** Type the name of the artist or ensemble you plan to present.
8. **Date(s) of the performance(s).** Include month, day, and year of activity(ies). The 2013-2014 touring season includes performances which take place after July 1, 2013, and before June 15, 2014.
9. **Amount of touring assistance requested.** Type the amount of the Virginia Commission for the Arts touring assistance grant requested. This amount must be specified in the contract signed between the presenter (sponsor) and the touring artist using the following clause or a similar one: **"This contract is contingent upon receipt of a touring assistance grant of \$ _____ from the Virginia Commission for the Arts."**
10. **Is this a waiting list application? YES or NO.** If a touring artist/ensemble (other than Richmond Ballet, Richmond Symphony and Theatre IV) has committed all of its touring allocation, presenters may submit a waiting list application. Notification will be made after December 5, 2013. Performances must take place after December 5, 2013, and before June 15, 2014.

CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS 2013-2014 FOR TOURING ASSISTANCE GRANTEEES OF THE VIRGINIA COMMISSION FOR THE ARTS

Virginia Commission for the Arts (Commission) grantees are required to be non-profit (non-stock) Virginia corporations or units of Virginia government and exempt from Federal income tax under Section 501(a) of the Internal Revenue code.

Commission grants are limited to:

- 10% or less of previous year's income for General Operating Support grants to established arts organizations (three or more years old).
- Reimbursement for actual expenditures not to exceed eligible amounts for Technical Assistance grants.
- 50% or less of the contract fee of the performing group for Touring Assistance grants made to presenters(sponsors).
- Commission grants to any established arts organization in one year will total no more than 30% of that organization's income for the previous year.
- No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- provide accurate, current and complete financial records of each grant.
- maintain records which identify adequately the source and application of funds for grant supported activities
- maintain accounting records which are supported by source documentation.
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- maintain procedures ensuring timely disbursement of funds.
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved in advance by the Commission. **NOTE:** If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities and the Commission must approve the organization's use of any of these excess funds up to the amount of the grant.

Each Commission grantee will ensure that:

No part of any project or production which is financed in whole or in part under the grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the State in which the performance or part thereof is to take place shall be primary evidence of compliance.

Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("504 Coordinator").

Each grantee will submit a Final Report to the Commission no later than 30 days following the performance and before June 15, 2014. Instructions for submitting a Final Report are sent by the Commission with each grant award letter and can also be found on the Commission's website www.arts.virginia.gov

The presenting organization must acknowledge the Commission in all published material (printed programs, news releases, web news, e-mail alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported. The Commission suggests the phrasing: **"(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts."**

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the organization's compliance with all of the grant conditions listed above. A duly authorized individual must also sign the final report form.

The undersigned certifies to the best of his/her knowledge that:

- the information in this application and its attachments is true and correct;
- the applicant organization agrees to comply with all grant conditions cited above. The undersigned further certifies that he or she has the legal authority to obligate the applicant organization.
- the filing of this application has been duly authorized by the governing body of the applicant organization.

Typed Name of Authorizing Official _____ Title _____

Signature of Authorizing Official _____ Date _____

Applicant Organization Name _____

Applicant/Organization Name: _____ FORM BCKFDR\8891 (Updated 12/20/01)

**NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE
RACIAL/ETHNICITY DATA COLLECTION FORM**

Individual Applicants:

Individuals should circle **any combination** of the characteristics listed below that apply:

- A: Asian**
- B: Black/African American**
- H: Hispanic/Latino**
- N: American Indian/Alaskan Native**
- P: Native Hawaiian/Pacific Islander**
- W: White**

Organizational/Institutional Applicants

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

- A: 50% or more Asian**
- B: 50% or more Black/African American**
- H: 50% or more Hispanic/Latino**
- N: 50% or more American Indian/Alaskan Native**
- P: 50% or more Native Hawaiian/Pacific Islander**
- W: 50% or more White**
- 99: No single group** listed above represents 50% or more of staff or board or membership

For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99."

- A: Asian individuals**
- B: Black/African American individuals**
- H: Hispanic/Latino individuals**
- N: American Indian/Alaskan Native individuals**
- P: Native Hawaiian/Pacific Islander individuals**
- W: White individuals**
- 99: No single group**

NOTE: Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.

This information will be used as part of a data collection project which documents state arts agency grant-making activities nationwide. This information will be used to determine national trends in grant-making and will not be considered during the grant-making process.