



Southern Fast Track Touring Application for Literary Arts

I. Presenting Organization _____ CHECK if new (first-time) applicant

Name _____
 Mailing Address _____
 City _____ State _____ Zip _____
 County _____ US Congressional District _____
 Contact Person _____ Title _____
 Telephone _____ Fax _____
 Email Address _____
 Federal Employer ID Number _____ DUNS Number _____
 Operating budget for last completed fiscal year _____

II. Writer's Information

Writer's Name _____
 City/State/Zip _____ US Congressional District _____
 Contact Person _____
 Telephone _____ Fax _____
 Email _____ Website _____

III. Engagement

Start Date ____/____/____ End Date ____/____/____
 Number of Actual Days of Service _____
 Is this a residency of 3 days or more? _____
 Number of Readings _____ Projected Number of Participants _____
 Number of Educational Activities* _____ Projected Number of Participants _____
 Venue _____
 Capacity _____ Is the venue ADA compliant? _____
 General Ticket Price _____ Student/Senior Price _____
 Writer's Fee _____
 Request _____ (50% of the fee, up to 2,500)

***Please indicate the educational activities planned for the writer:**

	Number Planned	Projected Participation
Audience Discussion	_____	_____
Workshop	_____	_____
Master Class	_____	_____
Lecture/Demonstration	_____	_____

IV. Publicity

1. Please check the types of publicity you intend to use.

Posters Newspapers Radio Home Web Page Podcasts/Blogs
Live Interviews Television Direct e-mail Direct Mail/Postcards Flyers

2. Will this event be recorded (if applicable, check one or both)? Video Audio

3. If recorded, how will the recording be used (check all that apply)?

Public TV Broadcast	Cable TV Broadcast	Network TV Broadcast
CD Release	Podcast	Film Video Release
Public Radio Broadcast	Commercial Radio Broadcast	Other (please specify) _____

V. Project Narrative

Please attach a two-page narrative (minimum 12-point type) that describes your project including the following information:

1. *Artistic Excellence and Merit (40%)*: Provide a detailed description of the proposed project, beginning with a one-sentence statement of what will happen (e.g., "Writer will conduct a three-day residency, with two lectures for students, one workshop for older adults in a community center, interviews with local media and a reading at the ABC Theatre."). NOTE: Artistic excellence of the writer will be determined by the submitted work samples.
2. *Educational/Outreach Value (20%)*: Provide a detailed description of the required educational component and any additional outreach activity(ies). Describe the anticipated impact.
3. *Audience Development/Accessibility (20%)*: Provide a detailed description of audiences that will be served by the proposed project. Provide specific strategies on how you will reach those that lack access to the arts due to geography, economic conditions, ethnic background, disability, age or other demonstrable factors. Provide a description of how the venue(s) and program(s) are or will be made accessible to artists and audience members with disabilities. NOTE: In addition to physical accessibility for project activities, presenters must provide access to the content of their programs (i.e., communication accessibility). Please describe actions implemented beyond ADA compliance (e.g., planning/advisory committees of people with disabilities, audio description, large print materials, sign interpretation, etc.).
4. *Community Involvement (10%)*: Provide a description of the community(ies) in which the proposed project will occur. Describe the role of the community in project planning and implementation.
5. *Organizational Capacity (10%)*: Provide a description of the presenter's ability to carry out the proposed project (include marketing efforts for target audience(s) and presenting history).

VI. Supplementary Information

The following data is used for informational purposes only and is not considered during the application review process. Please complete both pages.

1. Please list the number of persons on your organization's staff and board who are:

	Number of Staff	Number of Board
American Indian/Alaskan	_____	_____
Asian	_____	_____
Black/African-American	_____	_____
Hispanic/Latino	_____	_____
Hawaiian/Pacific Islander	_____	_____
White	_____	_____
Total	_____	_____

2. Please check the categories that best describe the PARTICIPANTS' RACE (Make selection if the majority of the project activities are intended to involve one particular group or deliver services to a designated population listed below):

- | | |
|--|--|
| <input type="checkbox"/> American Indian/Alaskan | <input type="checkbox"/> Hawaiian/Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> Black/African-American | <input type="checkbox"/> No single group |
| <input type="checkbox"/> Hispanic/Latino | |

3. Please check the ONE category that best describes your organization's legal status:

- | | |
|--|---|
| <input type="checkbox"/> Organization-Nonprofit | <input type="checkbox"/> Government-Municipal |
| <input type="checkbox"/> Government-State/Commonwealth | <input type="checkbox"/> Government-Tribal |
| <input type="checkbox"/> Government-County/Parish | <input type="checkbox"/> None of the above |

4. Please check the ONE category that best describes your organization:

- | | |
|---|---|
| <input type="checkbox"/> Artists' Community | <input type="checkbox"/> Humanities Council or Agency |
| <input type="checkbox"/> Arts Center | <input type="checkbox"/> Independent Press |
| <input type="checkbox"/> Arts Council or Agency | <input type="checkbox"/> Library |
| <input type="checkbox"/> Arts Institute or Camp | <input type="checkbox"/> Literary Magazine |
| <input type="checkbox"/> Arts Service Organization | <input type="checkbox"/> Media-Film |
| <input type="checkbox"/> College or University | <input type="checkbox"/> Media-Radio |
| <input type="checkbox"/> Community Service Organization | <input type="checkbox"/> Media-Television |
| <input type="checkbox"/> Fair or Festival | <input type="checkbox"/> Museum-Art |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Museum-Other |
| <input type="checkbox"/> Gallery/Exhibition Space | <input type="checkbox"/> Parks and Recreation |
| <input type="checkbox"/> Historical Society/Commission | <input type="checkbox"/> Performance Facility |

- Performing Group
- Presenter/Cultural Series Organization
- School District

- School of the Arts
- Social Service Organization
- Union or Professional Association
- None of the above

5. Please check the ONE category that best describes the organization's area of work in the arts (not the project for which you are applying):

- Crafts
- Dance
- Design
- Folklife/Traditional Arts
- Humanities
- Literature
- Media Arts
- Music

- Musical Theatre
- Opera
- Photography
- Theatre
- Visual Arts
- Interdisciplinary
- Multidisciplinary
- None of the above

VII. Certification

I certify that all of the information contained in these application materials is correct to the best of my knowledge.

Signature of Authorizing Official and Title

Date

MAIL APPLICATION MATERIALS TO:

Nikki Estes

Southern Arts Federation

1800 Peachtree Street, NW

Suite 808

Atlanta, Georgia 30309

APPLICATION CHECKLIST:

- completed application, sections I - VII
- two-page project narrative
- a copy of the signed letter of intent or contract
- a copy of the 501(c)(3) letter or proof of government status
- writer's resume and a list of published works
- a representative sample of the writer's work
- self-addressed, stamped envelope for return of sample materials (optional)
- self-addressed, stamped postcard (optional)