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Electronic guidelines can be downloaded at www.southarts.org/grants.
Please visit the Web site for the most current information.

For more information:
Nikki Estes
404-874-7244 ext. 16
nestes@southarts.org

Southern Arts Federation
1800 Peachtree St., NW
Suite 808
Atlanta, GA 30309
www.southarts.org
404-874-7244
TTD: 404-876-6240

Alternate formats of this publication may be obtained by contacting the Southern Arts Federation at 404-874-7244.

SouthArts Fund Guidelines

SOUTHERN ARTS FEDERATION GRANT OPPORTUNITIES

For projects taking place July 1, 2010 - June 30, 2011

NEW THIS YEAR! We are transitioning from paper-based applications to an online application submission. All applications must be submitted online at <http://southarts.egrant.net>.

MORE NEWS!

- Regional Touring applicants are limited to ONE application.
- An additional Regional Touring application will be accepted for block-booked tours only.
- Literary projects are now supported by Literary Arts Touring grant program with an annual deadline; smaller presenters can also apply throughout the year to the Southern Fast Track Touring grant program.
- We have redefined who is eligible for our grant programs. A producing organization is not considered a [presenter](#) when a guest artist is contracted to perform with its company.

The **Southern Arts Federation** is a nonprofit regional arts organization founded in 1975. The Southern Arts Federation, in partnership with nine state arts agencies, builds on the South's unique heritage, and enhances the public value of the arts in our communities, by:

- promoting and supporting the arts in the South;
- enhancing the artistic excellence and professionalism of Southern arts organizations and artists; and
- serving the diverse population of the South.

One way we accomplish this mission is through **SouthArts Fund**, our matching grant programs for performing and literary arts presenting organizations. With support from the National Endowment for the Arts, the Southern Arts Federation offers grants and subsidies in an effort to strengthen presenters' organizational capacity, and to sustain and expand markets for arts organizations and artists. Through our touring dollars, we support publicly accessible performances and readings that provide opportunities for the engagement of underserved communities. SouthArts Fund contributes to the sustainability of arts organizations and supports high artistic quality projects with strong educational and outreach components for the residents across our region.

In our 2010-2011 fiscal year, we will continue to offer Regional Touring, Literary Arts Touring, Southern Fast Track Touring, and Technical Assistance grants. In addition, we will offer special subsidies for professional development through travel to the 2010 Performing Arts Exchange

(September 29-October 2 in Pittsburgh, PA) as well as unique grant opportunities throughout the year. Presenters should visit the SAF Web site at www.southarts.org/grants for additional information.

- The **Regional Touring** program promotes regional touring, collaborations, and community-based residencies that connect performing artists to constituents in Southern communities. This program offers an opportunity for presenting arts organizations to receive fee support to present performing artists from outside the presenter's state. These grants are limited and very competitive. The online application deadline is **Monday, March 1, 2010**. The maximum request is 50% of the artist fee, up to \$7,500 (dance projects) or \$5,000 (non-dance projects).

We are returning to our support of block-booked tours in our Regional Touring grant program. The online application deadline is **Monday, March 8, 2010**.

- To increase our support of the literary arts community, we developed the **Literary Arts Touring** grant program. This grant program offers organizations the opportunity to receive fee support to present writers who reside outside of the presenter's state. Support is awarded to literary projects that contain both a public reading and an educational component such as a writing workshop. The project can include single or multiple writers involved in an event (for example, writers series, festivals, or single engagements). The maximum request is 50% of the writers' fee(s), up to a total grant of \$2,500. The online application deadline is **Monday, May 17, 2010**.
- Aimed at smaller presenters, the **Southern Fast Track Touring** program seeks to establish an active arts environment in underserved communities. This program offers fee support to present performing artists and writers from outside the presenter's state. These grants are limited to presenting organizations with operating budgets of \$100,000 or less. The online application deadline is **60 days** prior to the project start date. The maximum request is 50% of the artist fee, up to \$2,500.
- **Technical Assistance** strengthens Southern nonprofit presenting organizations by providing opportunities for contracting with outside consultants. The online application deadline is **60 days** prior to the project start date. The maximum request is 50% of the consultant fee, up to \$2,500.
- In our continued effort to enhance Southern arts organizations' capacity through technical assistance and resources, we will offer a limited number of **professional development and travel subsidies** for nonprofit presenting arts organizations in our nine-state region to attend the 2010 Performing Arts Exchange, September 29-October 2 in Pittsburgh, PA. This program will provide financial support for conference expenses. **The guidelines and application form will be available on our Web site in spring 2010.**

Deadlines: Applications must be submitted online through our eGrant system by the designated deadline date. If applicable, support materials (which are mailed) must be postmarked by the same designated deadline. Applicants should request a legibly dated US Postal Service postmark (from a federal postal service center) or receipt from a commercial carrier. **Privately metered postmarks will NOT be accepted as proof of timely mailing (please do NOT risk ineligibility – make a visit to your local post office!).** SAF does not extend deadlines due to inclement weather.

For each of our grant programs, only nonprofit and governmental presenting organizations in the Southern Arts Federation's nine-state region are eligible to apply. Eligible project events must take place within SAF's nine-state region (in the presenter's state) which includes **Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee**. Priority funding is awarded to presenters targeting underserved communities* and special consideration will be given to presenters for the engagement of artists from our region.

All of our grant awards require a dollar-for-dollar **cash** match. Generally an applicant can receive no more than \$15,000 per SAF fiscal year.

PLEASE NOTE: Dun & Bradstreet (D&B) keeps track of more than 70 million businesses world-wide through its Data Universal Numbering System (DUNS). In recent years, the DUNS number has become increasingly important to both federal and local governments (e.g., the National Endowment for the Arts and state arts agencies) and national arts organizations (e.g., Americans for the Arts). SAF requires that all applicants have a DUNS number. Applications will not be accepted from organizations that do not have a DUNS number. To find out more about the DUNS number and how to get one, please see page 19.



The Southern Arts Federation is supported in part by an award from the National Endowment for the Arts. As always, we would like to thank our nine partner state arts agencies for *Supporting and Promoting the Arts in the South*.

* Please see page 22 for definition of "underserved."



The Southern Arts Federation with support from the National Endowment for the Arts promotes the touring of regional, national and international performing artists. The Regional Touring program is an opportunity for presenting arts organizations to receive fee support to present performing artists from outside the presenter's state. Touring support is awarded to theatre, music, opera, musical theatre, and dance projects that contain both a public performance and an educational component. The maximum request is 50% of the artist fee, up to \$7,500 for dance projects or \$5,000 for all other projects.

NEW THIS YEAR!

- All applications must be submitted online at <http://southarts.egrant.net>.
- Regional Touring applicants are limited to ONE application.
- An additional Regional Touring application will be accepted for block-booking tours only.
- Literary projects are now supported by Literary Arts Touring grant program with an annual deadline; smaller presenters can also apply throughout the year to the Southern Fast Track Touring grant program.
- We have redefined who is eligible for our grant programs. A producing organization is not considered a [presenter](#) when a guest artist is contracted to perform with its company.

ELIGIBILITY REQUIREMENTS AND GUIDELINES

1. Only nonprofit and governmental presenting organizations in SAF's nine-state region are eligible to apply. SAF's nine-state region includes Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee.
2. Presenting organizations must have not-for-profit, tax-exempt status or be an official unit of local, county or state government. For nonprofit presenters, tax-exempt status will be verified by a third party entity. Governmental presenters must provide proof of government status.
3. All applicants must have a DUNS number. Applications will not be accepted from organizations that do not have a DUNS number. To find out more about the DUNS number and how to get one, please see page 19.
4. Eligible projects must take place in SAF's nine-state region. Unless there are special circumstances, projects should take place in the presenter's state (please contact SAF to discuss these conditions).
5. Presenters **cannot** receive funding for artists who reside in the presenter's state (i.e., a Georgia nonprofit organization cannot apply for funding to present a Georgia artist).
6. Presenters are limited to **one** Regional Touring grant application per SAF fiscal year.
7. The project must take place between July 1, 2010 and June 30, 2011.
8. The project must include both a public performance and an educational/outreach component. NOTE: Performances at conferences, and school-focused performances (primarily engaging students, whether taking place at the school, or a performance venue) will not be considered public performances that are open and accessible to the general public; however, school-focused performances will satisfy the educational component requirement.
9. Events must be open and marketed to the public and dedicated to serving a wide audience.

10. The public performance and/or educational/outreach component must target and reach an underserved community. Underserved communities include those communities in which people lack arts programs, services, or resources due to geography, economic conditions, cultural background, socio-political circumstances, disability, age or other demonstrable factors. The term “community” can refer to a group of people with a common heritage or characteristics, whether or not living in the same location.
11. All grant recipients are required to provide accessibility for constituents with disabilities at grant-funded events. The National Endowment for the Arts has resources to assist arts organizations in making accommodations. Please visit the Endowment's Web site at www.arts.gov/resources/Accessibility/index.html.
12. Presenters who have failed to submit final reports for any previous SAF grant by the application deadline for this program will not be considered for funding in this grant cycle.
13. Presenters who fail to properly acknowledge SAF's and NEA's support in programs and press materials may not be considered for additional funding.

PROGRAM POLICIES

- **The educational/outreach component is an integral part of the engagement and should be carefully planned. A meaningful educational component should involve concentrated preparation by the artist/company and presenter, and include a learning event that has a lasting impact upon the audience (e.g., workshops, lectures and master classes). The artist/company must conduct the educational activity. Please be aware that failure to include an educational/outreach component will result in ineligibility.**
- The Southern Arts Federation does not support benefits or fundraisers.
- Regional Touring grants are NOT transferable to other events. All project changes must be submitted in writing to SAF before the project start date. Awards may be revised or revoked in light of such changes.
- All SAF grant awards require a dollar-for-dollar cash match.
- Applicants are eligible to receive up to 50% of the artist fee as listed in the artist contract (subject to the noted limits and funding availability). Special consideration will be given to presenters for the engagement of artists from our region.
- **The minimum grant award is \$500.** Eligible presenters are encouraged to apply for Southern Fast Track Touring grants if artist fees are under \$1,000.
- Only **one** artist/company per grant application. The artist/company is required to fully-participate in the performance. The artist or members of the company must also conduct the educational/outreach component.

IN ORDER TO APPLY

You will be required to **submit online** the following:

- the application
- the signed letter of intent or contract between the artist and the presenting organization stating the services (including the educational component), date(s) and fee (signed by both parties)
- proof of government status (if applicable)

You will be required to **mail** the following:

- four copies of the artist/company printed materials (e.g., company history and artist biography)
- a CD or DVD of a representative work sample for the artist/company
- self-addressed, stamped envelope for the return of audio/video materials (optional)
- self-addressed, stamped postcard for acknowledgement of support materials (optional)

APPLICATIONS MISSING ONE OR MORE OF THESE ITEMS WILL BE CONSIDERED INCOMPLETE AND INELIGIBLE FOR FUNDING.

EVALUATION CRITERIA

A panel of arts professionals who are familiar with the region and community issues convenes in Atlanta. Applications are reviewed and funding adjudications are made by using the following criteria to evaluate each application:

- Artistic Excellence (20%) – Quality of artist/company
- Artistic Merit (20%) – Quality of project
- Educational/Outreach Value (20%) – Quality of educational and outreach component(s)
- Audience Development/Community Involvement (15%) – Degree of audience development efforts and community participation
- Accessibility/Underserved Communities (15%) – Degree of facility and program accessibility and efforts to reach underserved and diverse populations
- Organizational Capacity/Evaluation (10%) – Presenter's ability to carry out and evaluate the project

DEADLINE

Applications must be submitted online by Monday, March 1, 2010 (by 11:59PM Eastern Time). Support materials (which are mailed) must be postmarked by the same designated deadline. Applicants should request a legibly dated US Postal Service postmark (from a federal postal service center) or receipt from a commercial carrier. Privately metered postmarks will NOT be accepted as proof of timely mailing (please do NOT risk ineligibility – make a visit to your local post office!).

The Southern Arts Federation strictly adheres to application deadlines and will NOT accept applications that are mailed, faxed, late, incomplete, or illegible. Deadlines are not extended during inclement weather.

Applicants will be notified of funding decisions in writing within **twelve** weeks of the deadline. Applicants must agree to the [Contract Terms of Agreement](#) prior to application submission.

APPLICATION

To access the application, please visit <http://southarts.egrant.net>.

For assistance, contact Nikki Estes, Program Director – Presenting and Touring, at 404-874-7244 ext. 16 or nestes@southarts.org.



Regional Touring: Block-Booked Tours

The Southern Arts Federation is returning to our support of block-booked tours. This grant program allows Regional Touring applicants to submit an additional application if a block-booked tour includes a minimum of three presenters from at least two states. NOTE: Block-booked tour applicants are not required to submit a Regional Touring application in order to be eligible for this grant program.

Each participant of the block-booked tour will be required to submit an application and signed letter of intent or contract for the artist/company. The panel will review each application and determine whether to support the entire tour (rather than individual engagements). All of the Regional Touring criteria apply. Please see the Regional Touring guidelines on page 4.

IN ORDER TO APPLY: SPECIAL INSTRUCTIONS FOR BLOCK-BOOKED TOURS

The team of presenters must select a “lead” presenter. The **lead** presenter will be required to **submit online** the following:

- a listing of the presenters participating in the tour

The **lead** presenter will be required to **mail** the following:

- ten copies of the artist/company printed materials (e.g., company history and artist biography) for the team
- a CD or DVD of a representative work sample for the artist/company for the team
- self-addressed, stamped envelope for the return of audio/video materials (optional)
- self-addressed, stamped postcard for acknowledgement of support materials (optional)

DEADLINE

Applications must be submitted online by Monday, March 8, 2010 (by 11:59PM Eastern Time). Support materials (which are mailed) must be postmarked by the same designated deadline. Applicants should request a legibly dated US Postal Service postmark (from a federal postal service center) or receipt from a commercial carrier. Privately metered postmarks will NOT be accepted as proof of timely mailing (please do NOT risk ineligibility – make a visit to your local post office!).

The Southern Arts Federation strictly adheres to application deadlines and will NOT accept applications that are mailed, faxed, late, incomplete, or illegible. Deadlines are not extended during inclement weather.

Applicants will be notified of funding decisions in writing within **twelve** weeks of the deadline. Applicants must agree to the [Contract Terms of Agreement](#) prior to application submission.

APPLICATION

To access the application, please visit <http://southarts.egrant.net>.

For assistance, contact Nikki Estes, Program Director – Presenting and Touring, at 404-874-7244 ext. 16 or nestes@southarts.org.



Literary Arts Touring

In our continuing effort to support and promote the arts in the South, the Southern Arts Federation (SAF) in partnership with the National Endowment for the Arts, offers Literary Arts Touring Grants. This grant program offers organizations the opportunity to receive fee support to present writers who reside outside of the presenter's state. Support is awarded to literary projects that contain both a public reading and an educational component such as a writing workshop. The project can include single or multiple writers involved in an event (for example, writers series, festivals, or single engagements). The maximum request is 50% of the writers' fee(s), up to a total grant of \$2,500.

ELIGIBILITY REQUIREMENTS AND GUIDELINES

1. Only nonprofit and governmental presenting organizations in SAF's nine-state region are eligible to apply. SAF's nine-state region includes Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. **College, university and other school-based presenters are eligible for the grant program.**
2. Presenting organizations must have not-for-profit, tax-exempt status or be an official unit of local, county or state government. For nonprofit presenters, tax-exempt status will be verified by a third party entity. Governmental presenters must provide proof of government status.
3. All applicants must have a DUNS number. Applications will not be accepted from organizations that do not have a DUNS number. To find out more about the DUNS number and how to get one, please see page 19.
4. Eligible projects must take place in SAF's nine-state region. Unless there are special circumstances, projects should take place in the presenter's state (please contact SAF to discuss these conditions).
5. Presenters **cannot** receive funding for artists who reside in the presenter's state (i.e., a Georgia nonprofit organization cannot apply for funding to present a Georgia writer).
6. Presenters are limited to **one** Literary Arts Touring grant application per SAF fiscal year.
7. The project must take place between July 1, 2010 and June 30, 2011.
8. Events must be open and marketed to the public and dedicated to serving a wide audience.
9. The project must include both a public reading and an educational/outreach component. NOTE: Readings at conferences and school-focused readings (primarily engaging students, whether taking place at the school or a venue) will not be considered open and accessible to the general public; however, school-focused readings will satisfy the educational component requirement.
10. The reading and/or educational/outreach component must target and reach an underserved community. Underserved communities include those communities in which people lack arts programs, services, or resources due to geography, economic conditions, cultural background, socio-political circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with a common heritage or characteristics, whether or not living in the same location.
11. All grant recipients are required to provide accessibility for constituents with disabilities at grant-funded events. The National Endowment for the Arts has resources to assist arts organizations in making accommodations. Please visit the Endowment's Web site at www.arts.gov/resources/Accessibility/index.html.
12. Presenters who have failed to submit final reports for any previous SAF grant by the application deadline for this program will not be considered for funding in this grant cycle.
13. Presenters who fail to properly acknowledge SAF's and NEA's support in programs and press materials may not be considered for additional funding.

PROGRAM POLICIES

- **The educational/outreach component is an integral part of the engagement and should be carefully planned. A meaningful educational component should involve concentrated preparation by the writer(s) and presenter, and include a learning event that has a lasting impact upon the audience (e.g., workshops, lectures and master classes). The writer(s) must conduct the educational activity. Please be aware that failure to include an educational/outreach component will result in ineligibility.**
- The Southern Arts Federation does not support benefits or fundraisers.
- Literary Arts Touring grants are NOT transferable to other events. All project changes must be submitted in writing to SAF before the project start date. Awards may be revised or revoked in light of such changes.
- All SAF grant awards require a dollar-for-dollar cash match.
- Applicants are eligible to receive up to 50% of the writer's fee as listed in the contract (subject to the noted limits). Special consideration will be given to presenters for the engagement of artists from our region.
- All grant requests are subject to funding availability.
- Literary arts projects are also supported by our Southern Fast Track Touring grant program. Presenters are encouraged to apply if they meet the eligibility criteria.
- The minimum grant award is \$250.
- Applicants can request fee support for **multiple** writers (subject to the noted limits). Each writer is required to fully-participate in the reading and educational/outreach component.

IN ORDER TO APPLY

You will be required to **submit online** the following:

- the application
- the signed letter of intent or contract between the writer(s) and the presenting organization stating the services (including the educational component), date(s) and fee (signed by both parties)
- a listing of the additional writers (if applicable)
- proof of government status (if applicable)

You will be required to **mail** the following:

- writer(s') resume/biography and a list of published works
- a representative sample of the writer(s') work, up to 10 pages for each writer
- reviews of writer(s') work (optional)
- self-addressed, stamped envelope for the return of support materials (optional)
- self-addressed, stamped postcard for acknowledgement of support materials (optional)

APPLICATIONS MISSING ONE OR MORE OF THESE ITEMS WILL BE CONSIDERED INCOMPLETE AND INELIGIBLE FOR FUNDING.

EVALUATION CRITERIA

Applications are reviewed and funding adjudications are made by using the following criteria to evaluate each application:

- Artistic Excellence (20%) – Quality of writer(s)
- Artistic Merit (20%) – Quality of project
- Educational/Outreach Value (20%) – Quality of educational and outreach component(s)
- Audience Development/Community Involvement (15%) – Degree of audience development efforts and community participation
- Accessibility/Underserved Communities (15%) – Degree of facility and program accessibility and efforts to reach underserved and diverse populations
- Organizational Capacity/Evaluation (10%) – Presenter's ability to carry out and evaluate the project

DEADLINE

Applications must be submitted online by Monday, May 17, 2010 (by 11:59PM Eastern Time). Support materials (which are mailed) must be postmarked by the same designated deadline. Applicants should request a legibly dated US Postal Service postmark (from a federal postal service center) or receipt from a commercial carrier. Privately metered postmarks will NOT be accepted as proof of timely mailing (please do NOT risk ineligibility – make a visit to your local post office!).

The Southern Arts Federation strictly adheres to application deadlines and will NOT accept applications that are mailed, faxed, late, incomplete, or illegible. Deadlines are not extended during inclement weather.

Applicants will be notified of funding decisions in writing within **six** weeks of the deadline. Applicants must agree to the [Contract Terms of Agreement](#) prior to application submission.

APPLICATION

To access the application, please visit <http://southarts.egrant.net>.

For assistance, contact Nikki Estes, Program Director – Presenting and Touring, at 404-874-7244 ext. 16 or nestes@southarts.org.



Southern Fast Track Touring

In our continuing effort to support and promote the arts in the South, the Southern Arts Federation in partnership with the National Endowment for the Arts offers Southern Fast Track Touring grants. This program, through its rolling deadline, is designed to offer Southern presenters more opportunities throughout the year to apply for fee support.

Aimed at smaller presenters, Southern Fast Track Touring seeks to establish an active arts environment in underserved communities. This grant program offers organizations the opportunity to receive fee support to present performing artists and writers from outside the presenter's state. Support is awarded to theatre, music, opera, musical theatre, literary and dance projects that contain both a public performance or reading and an educational component. The maximum request is 50% of the artist fee, up to \$2,500.

ELIGIBILITY REQUIREMENTS AND GUIDELINES

1. Only nonprofit and governmental presenting organizations in SAF's nine-state region are eligible to apply. SAF's nine-state region includes Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee.
2. Presenting organizations must have not-for-profit, tax-exempt status or be an official unit of local, county or state government. For nonprofit presenters, tax-exempt status will be verified by a third party entity. Governmental presenters must provide proof of government status.
3. Only presenting organizations with **operating budgets of \$100,000 or less** (for the last completed fiscal year) are eligible to apply. For government, college, university and other school-based presenters, individual departments are not considered separate presenters or organizations (the operating budget of the entire institution is applicable).
4. All applicants must have a DUNS number. Applications will not be accepted from organizations that do not have a DUNS number. To find out more about the DUNS number and how to get one, please see page 19.
5. Eligible projects must take place in SAF's nine-state region. Unless there are special circumstances, projects should take place in the presenter's state (please contact SAF to discuss these conditions).
6. Presenters cannot receive funding for artists who reside in the presenter's state (i.e., a Georgia nonprofit organization cannot apply for funding to present a Georgia artist).
7. Presenters are limited to **one** Southern Fast Track Touring grant application per SAF fiscal year.
8. The project must take place between July 1, 2010 and June 30, 2011.
9. The project must include both a public performance or reading and an educational/outreach component. NOTE: Performances/readings at conferences, and school-focused performances/readings (primarily engaging students, whether taking place at the school, or a performance venue) will not be considered public performances/readings that are open and accessible to the general public; however, school-focused performances/readings will satisfy the educational component requirement.
10. Events must be open and marketed to the public and dedicated to serving a wide audience.
11. The public performance, reading and/or educational/outreach component must target and reach an underserved community. Underserved communities include those communities in which people lack arts programs, services, or resources due to geography, economic conditions, cultural background, socio-political circumstances, disability, age or other demonstrable factors. The term "community"

can refer to a group of people with a common heritage or characteristics, whether or not living in the same location.

12. All grant recipients are required to provide accessibility for constituents with disabilities at grant-funded events. The National Endowment for the Arts has resources to assist arts organizations in making accommodations. Please visit the Endowment's Web site at www.arts.gov/resources/Accessibility/index.html.
13. Presenters who have failed to submit final reports for any previous SAF grant by the application deadline for this program will not be considered for funding in this grant cycle.
14. Presenters who fail to properly acknowledge SAF's and NEA's support in programs and press materials may not be considered for additional funding.

PROGRAM POLICIES

- **The educational/outreach component is an integral part of the engagement and should be carefully planned. A meaningful educational component should involve concentrated preparation by the artist/company and presenter, and include a learning event that has a lasting impact upon the audience (e.g., workshops, lectures and master classes). The artist/company must conduct the educational activity. Please be aware that failure to include an educational/outreach component will result in ineligibility.**
- The Southern Arts Federation does not support benefits or fundraisers.
- Southern Fast Track Touring grants are NOT transferable to other events. All project changes must be submitted in writing to SAF before the project start date. Awards may be revised or revoked in light of such changes.
- All SAF grant awards require a dollar-for-dollar cash match.
- Applicants are eligible to receive up to 50% of the artist fee as listed in the contract (subject to the noted limits). Special consideration will be given to presenters for the engagement of artists from our region.
- All grant requests are subject to funding availability. Grants are awarded on a first come/first served basis until funding is depleted. Early submission is encouraged. The minimum grant award is \$250.
- Only **one** artist/company per grant application. The artist/company is required to fully-participate in the performance. The artist or members of the company must also conduct the educational/outreach component.

IN ORDER TO APPLY

You will be required to **submit online** the following:

- the application
- the signed letter of intent or contract between the artist and the presenting organization stating the services (including the educational component), date(s) and fee (signed by both parties)
- proof of government status (if applicable)

You will be required to **mail** the following:

- the artist/company printed materials (e.g., company history and artist biography)
- a CD or DVD of a representative work sample (for performing artists) OR a representative sample of the writer's work, up to 10 pages (for writers)
- self-addressed, stamped envelope for the return of support materials (optional)
- self-addressed, stamped postcard for acknowledgement of support materials (optional)

EVALUATION CRITERIA

Applications are reviewed and funding adjudications are made by using the following criteria to evaluate each application:

- Artistic Excellence (20%) – Quality of artist/company
- Artistic Merit (20%) – Quality of project
- Educational/Outreach Value (20%) – Quality of educational and outreach component(s)
- Audience Development/Community Involvement (15%) – Degree of audience development efforts and community participation
- Accessibility/Underserved Communities (15%) – Degree of facility and program accessibility and efforts to reach underserved and diverse populations
- Organizational Capacity/Evaluation (10%) – Presenter's ability to carry out and evaluate the project

DEADLINE

Applications must be submitted online at least 60 days prior to the project start date. Support materials (which are mailed) must be postmarked by the same designated deadline. Applicants should request a legibly dated US Postal Service postmark (from a federal postal service center) or receipt from a commercial carrier. Privately metered postmarks will NOT be accepted as proof of timely mailing (please do NOT risk ineligibility – make a visit to your local post office!).

The Southern Arts Federation strictly adheres to application deadlines and will NOT accept applications that are mailed, faxed, late, incomplete, or illegible. Deadlines are not extended during inclement weather.

Applicants will be notified of funding decisions in writing within **four** weeks of the deadline. Applicants must agree to the [Contract Terms of Agreement](#) prior to application submission.

APPLICATION

To access the application, please visit <http://southarts.egrant.net>.

For assistance, contact Nikki Estes, Program Director – Presenting and Touring, at 404-874-7244 ext. 16 or nestes@southarts.org.



Technical Assistance

In our continuing effort to support and promote the arts in the South, the Southern Arts Federation (SAF) with support from the National Endowment for the Arts offers a limited number of Technical Assistance grants for nonprofit performing and literary arts presenters in our nine-state region.

This program encourages performing and literary arts presenting organizations to contract with an outside consultant for intensive work to strengthen the applicant's infrastructure and provide learning/impact that will stay with the organization after the consultant completes their work. Examples of consultation activities funded by the Technical Assistance grant program include: short and long term planning, board development, staff professional development, program assessment, marketing and promotion, and grantsmanship. The maximum request is 50% of the consultant fee, up to \$2,500.

ELIGIBILITY REQUIREMENTS AND GUIDELINES

1. Only nonprofit and governmental performing/literary arts presenting organizations and statewide presenting consortia in SAF's nine-state region are eligible to apply. SAF's nine-state region includes Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. For the purposes of these guidelines, literary arts presenters are defined as organizations that present writers for readings.
2. Presenting organizations must have not-for-profit, tax-exempt status or be an official unit of local, county or state government. For nonprofit presenters, tax-exempt status will be verified by a third party entity. Governmental presenters must provide proof of government status.
3. All applicants must have a DUNS number. Applications will not be accepted from organizations that do not have a DUNS number. To find out more about the DUNS number and how to get one, please see page 19.
4. All services must take place in SAF's nine-state region (in the presenter's state).
5. Presenters must contract with an outside consultant (i.e., employees or staff cannot provide consultation activities).
6. Presenters are limited to **one** Technical Assistance grant application per SAF fiscal year.
7. All services must take place between July 1, 2010 and June 30, 2011.
8. All grant recipients are required to provide accessibility for constituents with disabilities at grant-funded events. The National Endowment for the Arts has resources to assist arts organizations in making accommodations. Please visit the Endowment's Web site at www.arts.gov/resources/Accessibility/index.html.
9. Presenters who have failed to submit final reports for any previous SAF grant by the application deadline for this program will not be considered for funding in this grant cycle.
10. Presenters who fail to properly acknowledge SAF's and NEA's support in programs and press materials may not be considered for additional funding.

PROGRAM POLICIES

- Technical Assistance grants are NOT transferable to other services. All changes in the services must be submitted in writing to SAF before the project start date. Awards may be revised or revoked in light of such changes.
- All SAF grant awards require a dollar-for-dollar cash match.
- Applicants are eligible to receive up to 50% of the consultant fee as listed in the contract (subject to the noted limits). Special consideration will be given to presenters in underserved

communities. Underserved communities include those communities in which people lack arts programs, services, or resources due to geography, economic conditions, cultural background, socio-political circumstances, disability, age or other demonstrable factors. The term “community” can refer to a group of people with a common heritage or characteristics, whether or not living in the same location.

- All grant requests are subject to funding availability. Grants are awarded on a first come/first served basis until funding is depleted. Early submission is encouraged.
- The minimum grant award is \$250.
- Only **one** consultant per grant application.

IN ORDER TO APPLY

You will be required to **submit online** the following:

- the application
- the signed letter of intent or contract between the consultant and the presenting organization stating the services, date(s) and fee (signed by both parties)
- the consultant’s resume AND client list
- proof of government status (if applicable)

DEADLINE

Applications must be submitted online at least 60 days prior to the project start date. The Southern Arts Federation strictly adheres to application deadlines and will NOT accept applications that are mailed, faxed, late, incomplete, or illegible. Deadlines are not extended during inclement weather.

Applicants will be notified of funding decisions in writing within **four** weeks of the deadline. Applicants must agree to the [Contract Terms of Agreement](#) prior to application submission.

APPLICATION

To access the application, please visit <http://southarts.egrant.net>.

For assistance, contact Nikki Estes, Program Director – Presenting and Touring, at 404-874-7244 ext. 16 or nestes@southarts.org.

General Instructions for Completing and Submitting an Application in eGrant

- Step #1: Read and follow these instructions carefully.
- Step #2: Before preparing an application, applicants are encouraged to thoroughly review the Guidelines relevant to your grant application. The Guidelines outline the program objectives and evaluation criteria, and describe required and optional supplementary materials. We recommend you review the narrative questions including maximum length of response, and develop your responses before filling out the online information. Review the required supplementary materials list – you will need to have some documents scanned/saved electronically in order to upload them as part of your eGrant application. Also review the Eligibility requirements to make sure your organization is eligible to apply in a specific grant category. www.southarts.org/grants
- Step #3: Be prepared to complete the online eGrant application and submit the required supplementary materials by the deadline [http://www.southarts.org/grants_deadlines].
- Step #4: Access the eGrant system by clicking on the [eGrant link](#) or by accessing the system through SAF's home page at www.southarts.org.

If this is your first time using SAF's eGrant system, you will be asked to create a login and password when you first visit the site. On the SAF eGrant home page, select "Click here to register" and create a login and password for your organization.

- Step #5: To begin, choose a Grant Application Type and Create New Application. First, complete your Organization Profile in eGrant.



This is your basic organizational information, including contact information and mission statement, that will be used for all of your eGrant applications. (If you change your profile information in one open application, it will update the change into all of your other open applications. Once you've submitted your application this information cannot be changed.)

- Step #6: Complete all remaining sections of the eGrant application.



Within the eGrant system, applicants are presented with a series of questions and requests for information. Some of these questions and requests require you to use check boxes and drop-down selection screens, and others require a narrative response. **We encourage you to develop responses to all application questions and information requests using word processing software, save it on your own computer, and then to copy and paste completed responses into the eGrant application. Do not compose directly within eGrant.** For narrative responses, applicants should use upper/lower case letters (not all caps). Formatted text is not accepted by eGrant: applicants cannot bold, italicize or underline text, use bullets, or change font style or size.

Narrative responses are limited to a maximum character (not word) count. Note the maximum number of characters before developing narrative responses. To determine the number of characters in a Word document, click on "Tools," select "Word Count," and view the number of characters (with spaces). The system will notify you if the maximum character count has been exceeded and will cut off all text beyond the limit. **For numeric amount responses, enter only whole numbers (no decimals, commas or dollar signs).**

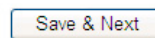
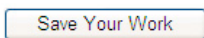
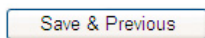
eGrant will not allow applicants to submit incomplete applications. When you attempt to FINISH,



the system will alert you of any required information that is missing.

You can work on different sections of your eGrant application at different times; or have different people in your organization complete different sections at different times. **If multiple people work on your application, make sure you all use the same username and password so that you access the same application.**

eGrant “times out” if an applicant remains on one page without activity for 20 minutes. To avoid losing work, **please save often**, by clicking one of the SAVE buttons at the bottom of each page.



If you choose to enter placeholder information into a field to progress through eGrant, you are responsible for updating this information before submitting the application. Once submitted,



applicants no longer can edit an application; you can, at any time, VIEW and print out your submitted application.

Applicants must review their responses and edit applications to meet the specifications outlined in the Guidelines. There is no spell-check feature within eGrant.

Again, applicants are encouraged to develop responses to all application questions and information requests using word processing software, wherein you can spell-check and monitor character count. We encourage you to save often, and once responses are complete and edited, to copy and paste responses into the eGrant fields.

Step #7: Upload and/or prepare for mailing the required Supplementary Materials.




You may need to store some documents electronically in order to upload them, which may include scanning them. Some materials will need to be submitted by mail/delivery service, **postmarked by the same deadline date as your online application**. See details in Step #9.

Step #8: When you have finished your application before you submit the eGrant, go back to the Main Menu



and print a copy of the application by clicking on the yellow VIEW button (it looks like this) . Review it and make sure you are pleased with your responses. Return to the Main Menu, click the



EDIT button for your application, then click on the FINISH  button.

If your application is incomplete, the system will alert you what needs to be done. **If your application is complete, click SUBMIT before 11:59PM EST on the deadline date.** You will receive an email confirmation that your application was successfully submitted.

Step #9: Also **on or before the deadline date, mail any required supplementary materials.** Include the last page of your application PDF – the **Supplementary Materials Checklist** page - with your mailed materials. Applicants should request a legibly dated US Postal Service postmark (from a federal postal service center) or receipt from a commercial carrier. **Privately metered postmarks will NOT be accepted as proof of timely mailing (please do NOT risk**

ineligibility – make a visit to your local post office!). Mail to: Southern Arts Federation,
Attn: Grants Program, 1800 Peachtree St. NW, Suite 808, Atlanta, GA 30309.

Note: An application will NOT be processed until both the online eGrant application and required Supplementary Materials are received by the Southern Arts Federation.

All applicant notifications will be made through email; no letters will be mailed.

DUNS REQUIREMENTS

Dun & Bradstreet (D&B) keeps track of more than 70 million businesses world-wide through its Data Universal Numbering System (DUNS). In recent years, the DUNS number has become increasingly important to both federal and local governments, and national arts organizations. Two events have occurred that reflect the importance of all Southern Arts Federation (SAF) applicants obtaining a DUNS number.

1. First, the federal government, including the National Endowment for the Arts, has recently adopted a new policy that requires all organizations to provide a DUNS number as part of their grant applications and proposals (SAF re-grants federal funds). Some of our partner state arts agencies are requiring the DUNS number for applicants as well.
2. Second, Americans for the Arts has created an annual research initiative – the Creative Industries project – that uses DUNS numbers to document the number of arts-related businesses and employees in any geographical region or political jurisdiction. This information will be used to increase the awareness of the national scope of the arts industry and provide a way to advance the arts at the state and national level.

As a result of these actions, **SAF requires that all applicants have a DUNS number** and include it on all applications.

There is no fee for registering for a DUNS number. Organizations may register by phone or online. However, online registrations **may take up to 30 days**, so it is important that you begin the process now.

What's the easiest way to get a DUNS number?

It only takes a day to get a DUNS number from D&B by phone (you may be on hold for a little while), but Internet applications can take up to 30 days! Note that an authorizing official, not a project director, of the organization should request a DUNS number.

Call D&B's special toll-free number for federal grant applicants: 1-866-705-5711. When you call, tell the operator that you are applying to a federal grant program and need to register for a DUNS number. The process will take about ten minutes. You will be asked to provide the following information (subject to minor changes):

- Legal name of organization
- Physical address (and PO box if you have one)
- Telephone number
- Web address
- Name of the authorizing official (e.g., president, director, etc.)
- The purpose of your organization (e.g., non-profit dance company to perform and create work)
- Total number of employees

Your organization can also register for a DUNS number via D&B's Web site at <http://www.dnb.com/us/>. Choose the "DUNS number only" option. Please note that registration via the website may take up to 30 business days to complete.

Glossary

Accessibility – The ability of all individuals, including those with disabilities and older Americans, to have access to SAF programs and those of its partner arts presenter. ALL SAF FUNDED EVENTS MUST BE ACCESSIBLE AS DEFINED BY AMERICANS WITH DISABILITIES ACT (ADA) GUIDELINES. The National Endowment for the Arts has resources to assist arts organizations in making accommodations. Please visit the Endowment's Web site at www.arts.gov/resources/Accessibility/index.html.

Americans with Disabilities Act (ADA) – Signed into law on July 26, 1990, the Americans with Disabilities Act is a wide-ranging legislation intended to make American Society more accessible to people with disabilities. The ADA includes five titles; two relate to government and nonprofit presenters. These are Titles II and III, described below. Please visit the ADA Web site at www.ada.gov for additional information.

Public Services (Title II) – Requires that all state and local governments (their departments and agencies) give people with disabilities an equal opportunity to benefit from all of their public programs, activities and services (e.g., public education, employment, transportation, recreation, health care, social services, courts, voting and town meetings).

Public Accommodations and Services (Title III) – Requires places of public accommodation to meet architectural accessibility standards for new and altered buildings and remove barriers in existing buildings where such removal is readily achievable; make reasonable modifications to policies, practices and procedures; provide effective communication mechanisms for people with hearing, vision or speech disabilities; and other access requirements.

Artist Residency – Community arts programming that reaches audiences in an extended learning event and has a lasting impact on the community. Workshops, lectures, master classes and seminars may all be part of an artist's residency activities. A good residency should include interpretive materials such as teachers' guides and student learning packets and demonstrate focused preparation by both the artist and presenter. A residency lasts over a period of 3 days or more.

Artistic Excellence – The demonstrated excellence of the artist, company or group.

Artistic Merit – The quality of the proposed project.

Arts Education/Arts Learning – Education activities and projects that are sustained over a period of time to provide learners with in-depth knowledge and participation in the visual, performing, literary, or traditional arts. Arts Education can involve adults as well as young people; for K-12 students, arts education activities often connect to state and national standards in the arts and other required curriculum areas.

Audience Discussion – A discussion held between the artist(s) and audience, usually before or after a public performance or reading. This activity should give the audience an opportunity to ask questions, and obtain a further understanding and appreciation of the art form being presented.

Community Outreach – The ability of the presenter to identify underserved groups in its community, involve these groups in project planning and marketing, and publicize the project to targeted, underserved populations and the general public.

Consultant – An expert, having special skill and knowledge derived from training and experience, who provides professional advice or services.

Education/Outreach Component – A learning event that has a lasting impact upon the audience (e.g., workshops, lectures and master classes). The educational/outreach component is an integral part of the engagement and should be carefully planned. A meaningful educational component should involve concentrated preparation by the artist(s) and presenter. The artist(s)/company must conduct the educational activity.

In-Kind Contributions – All non-cash contributions provided to the grantee for the project. These contributions may be in the form of charges for real property and non-expendable personal property and the value of goods and services directly benefiting and specifically identifiable with the project or program. The basis for the valuation of personal services, material, equipment, buildings, and land must be fair market value and documented. This includes all such goods and services provided to the grantee by a third party in lieu of a cash contribution.

Lecture/Demonstration – An activity in which an artist or artist ensemble provides examples and explanation of their art form to an audience of interested individuals, not necessarily students of the art form being presented. Lecture/ demonstrations may be formally staged or as a less structured activity in a small space, and may be interactive.

Master Class – A class, given by the artist(s), in which students (K-12, college, or adult) of a particular discipline are instructed by an expert of that discipline. Typically a master class is limited to 15 students or less and involves hands-on instruction by the professional artist.

Open Rehearsal/Studio – An opportunity for visitors and patrons to observe a rehearsal of the performing artist(s) or to observe the writer at work in a studio/office space. This activity should provide insight into the creation and preparation of a performance/reading, and the art form that is being presented.

Participants – Members of the community who attend public performances/readings and/or who participate in educational activities.

Presenter – An organization or agency that engages and presents touring performing and/or literary artists to perform works produced elsewhere. For college, university and other school-based presenters, individual departments are not considered separate presenters. A producing organization is not considered a presenter when a guest artist is contracted to perform with their company.

Presenting/Touring – Grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas.

Professional Performance/Reading – A public performance/reading that showcases artists who are paid professionals and have been contracted to perform based upon their outstanding level of artistic quality. A performance/reading by unpaid community members and/or untrained amateur artists would not be considered a professional performance/reading for the purposes of the guidelines, even if they have worked in collaboration with professional artists.

Public Performance/Reading – A performing/literary artist or artist ensemble engagement that is open and promoted to the general public. A performance/reading is considered "public" when the work

is presented in a “place open to the public and at a place where a substantial number of persons outside of the normal circle of clients can participate.” The performance/reading must be marketed and accessible, in both time and place, to the general public. NOTE: Performances/readings at conferences, and school-focused performances/readings (primarily engaging students, whether taking place at the school, or a performance venue) will not be considered public performances/readings.

Technical Assistance – Specialized assistance given on a particular subject.

Underserved Community – Those communities in which people lack arts programs, services, or resources due to geography, economic conditions, cultural background, socio-political circumstances, disability, age or other demonstrable factors. The term “community” can refer to a group of people with a common heritage or characteristics, whether or not living in the same location.

Value – The benefits which the individual participants and the community derive from the project. Value can be intrinsic – aesthetic, intellectual, emotional, spiritual, etc.; and can be instrumental – building community and social capital, providing economic development, impacting student achievement, etc.

Workshop – An activity provided by an artist or artist ensemble, which provides hands-on training to a group in a particular art form. Workshops may be one-time, or may consist of multiple engagements over a series of days of an artist's residency. Workshops often have a particular focus, or learning objective.

NEED HELP?

Contact Nikki Estes

Director, Touring & Presenting

404-874-7244 ext. 16

TTD: 404-876-6240

nestes@southarts.org

Southern Arts Federation

1800 Peachtree St., NW, Suite 808

Atlanta, GA 30309

www.southarts.org

GUIDELINES AND APPLICATION FORMS ARE AVAILABLE AT

www.southarts.org/grants

Want to find out about more SAF resources for presenters?

Visit our Web site at www.southarts.org to:

- Search our SouthernArtistry online registry
- Learn about the Performing Arts Exchange conference
- Book a traveling exhibit or independent film
- Find out about professional development opportunities
- Learn about continuity planning at ArtsReady.org