

APPLICATION DEADLINES

September 6, 2011

December 9, 2011

April 20, 2012

USArtists International (USAI) is committed to ensuring that the impressive range of the performing arts in the United States is represented abroad, and that American artists can enhance their creative and professional development through participation at international festivals. Performances at festivals abroad provide American artists with opportunities to exchange ideas and practices with their colleagues in other countries, as well as to engage with new and larger audiences. It is our hope that participation of exemplary artists from the United States in international festivals will foster greater appreciation of the excellence, diversity and vitality of the American performing arts.

Through USAI, grants are available to American dance, music and theater ensembles and solo performers that have been invited to perform at international festivals and for performance engagements that represent extraordinary career opportunities anywhere in the world outside of the United States.

USAI continues the important tradition in the United States of the public and private sectors working collaboratively to support the arts. USAI is a program of Mid Atlantic Arts Foundation in partnership with the National Endowment for the Arts and the Andrew W. Mellon Foundation. Applications are submitted to Mid Atlantic Arts Foundation.

ELIGIBILITY

Eligible applicants must:

- be a dance, music or theater ensemble or solo artist, including practitioners of folk and traditional forms, that work at a professional level
- be designated by the Internal Revenue Service as a 501(c)(3) nonprofit organization, or have a U.S.-based fiscal sponsor that is designated as a 501(c)(3) nonprofit organization
- if an ensemble, have the majority of its members be U.S. citizens or permanent residents (whether a U.S.-based ensemble or a collaborative project with artists in the host country). The lead creative artist of a collaborative ensemble must be a U.S. citizen or permanent resident.
- if a solo performer, be invited to perform as a soloist without accompaniment and be a U.S. citizen or permanent resident.

Mid Atlantic Arts Foundation also provides support for international touring engagements through its Pennsylvania Performing Arts on Tour program (PennPAT). Support from PennPAT is only available to Pennsylvania-based artists/ensembles that have been selected for inclusion in the PennPAT Artist Roster. For more information, visit www.pennpat.org. PennPAT roster artists must explore PennPAT Strategic Opportunity Grants as a first option for support of international touring engagements. If a PennPAT roster artist also chooses to apply to USAI, the maximum amount of support for a single project through both programs combined will not exceed \$15,000.

Eligible festivals must:

- be sponsored or organized primarily by a non-U.S. based organization
- be international in scope with representation from at least two countries outside the host country, or have a U.S. theme with representation from at least three U.S. ensembles and/or solo artists
- reach a wide audience and be open and marketed to the general public
- provide some support in the form of cash remuneration, paid or in-kind contributions, towards eligible project expenses as identified in the USAI guidelines under Grant Amounts and Eligible Expenses
- provide the applicant with a **signed** letter of invitation or **signed** contract to perform at the festival, stating the details of the festival's financial or in-kind contributions towards eligible project expenses as identified in the USAI guidelines under Grant Amounts and Eligible Expenses.

For the purposes of USAI, a festival is defined as an event consisting of live performances by multiple international performing artists/ensembles in dance, music or theater which takes place within a contiguous period of three months or less. A Festival must demonstrate a consistently high level of activity for its entire duration, including public performances and/or ancillary activities, such as workshops, lecture/demonstrations, public presentations, etc.

Fringe Festivals: Engagements that are part of fringe festivals may be eligible for USAI support if the engagement meets all of the eligibility criteria for festivals. Artists who wish to apply for a fringe festival engagement and are unsure if it is eligible should contact Adam Bernstein, Deputy Director, Programs, at adam@midatlanticarts.org prior to submitting an application.

Multiple Festivals: Artists/Ensembles are limited to one application per deadline, but may submit an application seeking support for participation at up to three festivals as long as the artists/ensembles will not travel to and from the U.S. between festivals. Applicants must provide separate narratives, budgets and **signed** letters of invitation or **signed** contracts for each festival.

Under these guidelines, funding is not available for:

- artists who are not U.S. citizens or permanent residents
- collaborations where the majority of participants *in the performance* are not U.S. citizens or permanent residents
- amateur groups or groups comprised of participants from instructional programs such as glee clubs, bands, music or dance artists/ensembles of academic institutions, or student and youth ensembles
- individuals or ensembles that are for-profit entities
- festivals that:
 - take place within the United States or its territories of American Samoa, Guam, Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands
 - consist primarily of workshops, training or conference sessions, are competitions or are academic in nature
 - are focused on youth or children
 - are not curated or where artists/ensembles must produce their own performances, e.g. artists/ensembles that are self-selected, rent a venue, receive no contribution towards the eligible expenses or a percentage of box office income from the festival
 - require artists/ensembles to pay any type of fee in order to participate, including application or registration fees
 - present artists/ensembles in a showcase format

Artists/Ensembles are limited to one grant award per calendar year through USAI regardless of when the festival(s) take place.

EXTRAORDINARY CAREER OPPORTUNITIES

In exceptional instances, USAI will consider applications for performance engagements that take place outside of festivals. In these cases, applicants must clearly demonstrate that the engagement fulfills **all** of the criteria below:

- includes the presentation of a premier of new work or piece commissioned by the presenting entity
- will be held as part of a significant event or at an influential venue outside of the U.S., which has the potential to garner major mainstream media attention for the artist/ensemble
- represents the first appearance for the artist/ensemble at the respective event or venue
- represents the potential to reach a larger audience than normally afforded the artist/ensemble

All USAI program eligibility criteria apply to Extraordinary Career Opportunity applications, with the exception of the requirement that engagements have an international scope or American theme.

Artists who wish to apply for Extraordinary Career Opportunities **must** contact the Mid Atlantic Arts Foundation at least two weeks prior to an application deadline to determine eligibility before submitting an application to USAI. Inquiries should be directed to Adam Bernstein, Deputy Director, Programs, at adam@midatlanticarts.org. Extraordinary Career Opportunity applications submitted without prior consultation will be deemed ineligible. Applications for festival engagements do not require prior approval

APPLICATION REVIEW

Panels composed of specialists in the fields of dance, music, and theater and a lay person will review applications and make recommendations for support. The panel will reflect a wide geographic, ethnic, and minority representation as well as diverse aesthetic and cultural points of view. Applications will be evaluated according to the following criteria:

- artistic excellence, including the artists' record of professional activity
- artistic merit, including:
 - the significance of the applicant's presence at the festival as it relates to the artist/ensemble's professional development
 - the significance of the festival locally and internationally
 - the quality of the proposed engagement including evidence of reasonable financial support from the festival in the context of local economic conditions

USAI seeks to ensure that the excellence and diversity of the performing arts in the United States is represented abroad by artists from across the country working in a variety of dance, music and theater genres. In addition, the program

USArtists International

endeavors to achieve a global distribution of engagements in order to realize broad American representation around the world. Priority consideration is given to those applications that are exemplary in meeting the review criteria and foster the program's considerations of diverse aesthetic expression and domestic and international geographic representation.

GRANT AMOUNTS AND ELIGIBLE EXPENSES

Grants will seldom cover the applicant's total expenses and generally range from \$1,000 to \$10,000. Grants will not exceed \$15,000.

Eligible costs supported through USAI are performance fees, travel, housing and per diem, shipping, international communications, visa fees, agents' fees related to participation in the international engagement and fiscal sponsor administration fees, if applicable. Expenses not listed in the USAI budget are not eligible for support.

Note: USAI will only support airfare equivalent to economy class rates, purchased no less than 14 days prior to departure date.

Any foreign air travel funded through USAI must be undertaken on an approved U.S. flag air carrier as part of the Fly American Act, or a foreign air carrier under an air transport agreement with the United States when these services are available. (Approved U.S. flag carriers can be found at: <http://ctrl.msu.edu/COTravel/FlagAirCarriersUS.aspx>); Fly American Act guidelines can be found at: <http://www.tvlon.com/resources/FlyAct.html>)

ELIGIBLE GRANTEES/FISCAL SPONSORS

All grants made through USAI will be awarded only to American dance, music, or theater ensembles and solo artists designated as nonprofit organizations under Section 501(c)(3) of the Internal Revenue Code or to fiscal sponsors with 501(c)(3) nonprofit status acting on behalf of the artists/ensembles.

- Fiscal sponsors that are willing to assume full responsibility for the grant may sponsor one or more organizations that do not yet have their own nonprofit Internal Revenue Service (IRS) 501(c)(3) status but that otherwise meet the criteria for eligibility.
- The fiscal sponsor will be legally, financially, administratively, and programmatically responsible for all aspects of the award. As the official grantee, the fiscal sponsor will be the organization that must submit all documentation, final reports, and any amendment request that would affect the terms and conditions of the award.

Please note the following:

- If a festival engages a U.S. organization to select ensembles and solo artists for its festival, the organization must submit a separate application for each artist/ensemble. The panel will review each application separately.

APPLICATION SUBMISSION

Applications for USAI must be **received** by Mid Atlantic Arts Foundation at the address listed below on or before the deadlines listed in these guidelines:

USArtists International
Mid Atlantic Arts Foundation
201 North Charles Street, Suite 401
Baltimore, MD 21201

Applications sent via fax or e-mail will not be accepted for consideration.

Questions should be directed to Adam Bernstein, Deputy Director, Programs, at adam@midatlanticarts.org.

APPLICATION RECEIPT DEADLINES

Complete applications must be RECEIVED (not postmarked) on or before the deadline at the address above. Applications received after the deadline will not be considered for review.

September 6, 2011 for projects taking place between November 1, 2011 and October 31, 2012.

December 9, 2011 for projects taking place between March 1, 2012 and February 28, 2013.

April 20, 2012 for projects taking place between July 1, 2012 and June 30, 2013.

AWARD NOTIFICATION

Notification will be sent by mail to all applicants approximately ten weeks following each application deadline.

APPLICATION PROCEDURE

Panels comprised of specialists in the fields of dance, music and theater and a lay person will review applications and make recommendations for support. To assist the panelists in this process, it is important to adhere carefully to the instructions below.

A portion of the USAI application uses the eGRANT® online system. To access the eGRANT® portion of the application, please visit <http://midatlanticarts.egrant.net>. The remaining required USAI application forms can be downloaded from within the eGRANT® or from the USAI website.

Please note, although some information for the USAI application is to be completed online, **all of the following materials must be printed out and mailed to the Foundation and received by the respective deadline (these are not postmark deadlines) to be eligible for consideration. This includes the portions of the application completed online.**

Unless otherwise indicated, you must provide TWO SETS of the following materials in the order stipulated in the application Checklist:

1. **USAI eGRANT® application**

The USAI eGRANT® portion of the application includes the following:

- a. **Application Summary Sheet**
- b. **Festival Information Sheet**
- c. **Work Sample Sheet**
- d. **Budget Detail Sheet(s)** If applying for multiple festivals, complete separate Budget Detail Sheets for each festival. If applying for a single festival, **do not** include Budget Detail Sheets for festivals 2 or 3
- e. **Budget Summary Sheet**
- f. **Certification Sheet with original signature(s) (one copy only)** signed by the authorizing official of the artist/ensemble, if a 501(c)(3) organization. If using a fiscal sponsor, both the artist/ensemble and the authorizing official of the fiscal sponsor must sign the certification form where indicated..

2. **Application Narrative (to be downloaded from the USAI eGRANT® Required Materials tab or the USAI website)**

3. **Biographies of Principal Artist(s) (to be downloaded from the USAI eGRANT® Required Materials tab or the USAI website)**

4. **Participant List (to be downloaded from the USAI eGRANT® Required Materials tab or the USAI website)**

5. **Signed Letter(s) of invitation or signed contract(s) from the festival(s) (and an English translation)**

If the signed letter of invitation or signed contract has not arrived by the respective USAI deadline, it must be received by USAI by October 12, 2011 for applications submitted at the September deadline; by January 23, 2012 for applications submitted at the December deadline; and June 6, 2012 for applications submitted at the April deadline. **Faxed or emailed copies of the signed invitation letter or contract ARE accepted.**

The signed letter of invitation or signed contract **must** include:

- a. a description of all financial support offered by the festival, including in-kind contributions towards eligible project expenses as identified in the guidelines under Grant Amounts and Eligible Expenses
- b. performance dates, if known
- c. number of performances, if known
- d. **if providing an artists' performance fee, the amount**

Failure to submit a signed letter of invitation or signed contract from the festival(s) that includes the required information by the prescribed deadlines will result in rejection of the application. In the case of applications seeking support for multiple festivals, any festival that fails to provide a signed letter of invitation or signed contract by the prescribed deadline will be disqualified from the application being considered for support.

(continued on next page)

6. Two recent work samples Work samples must be CDs or DVDs. Both work samples can be included on the same CD or DVD, but you must submit two copies of each sample. Please refer to the Work Sample Sheet in the eGRANT® for more detailed information about how to prepare your work samples. Work samples will be returned only if the applicant includes a self-addressed, stamped envelope with the appropriate amount of return postage. Please note, work samples of funded projects are retained by the Foundation.

7. Festival brochures If printed brochures are available from the festival(s) in your application, please include five copies of the printed festival brochures in your application package. If a printed brochure is not available, please make sure to include the URL address of the festival website in your application. Do not send screenshots downloaded from the festival website or promotional material concerning the artist or ensemble.

CHECKLIST

Provide the materials listed below organized in two separate sets. Each set should be in the order listed below without staples, folders or binders. Do not include any additional materials.

- Application Summary Sheet (**part of the USAI eGRANT® application**)
- Festival Information Sheet (**part of the USAI eGRANT® application**)
- Work Sample Sheet (**part of the USAI eGRANT® application**)
- Signed letter(s) of invitation or signed contract(s) from festival (English translation, if necessary).
- Application Narrative (**downloaded from the USAI eGRANT® Required Materials tab or the USAI website**)
- Biographies of Principal Artists (**downloaded from the USAI eGRANT® Required Materials tab or the USAI website**)
- Participant List (**downloaded from the USAI eGRANT® Required Materials tab or the USAI website**)
- Completed Budget Detail Sheets (**part of the USAI eGRANT® application**)
- Completed Budget Summary Sheet (**part of the USAI eGRANT® application**)

Provide the materials listed below.

- One Certification Sheet with original signatures (**part of the USAI eGRANT® application**)
- Two recent work samples (two copies of each)
- Five copies of printed festival brochures, if available
- Self-addressed, stamped envelope with proper postage for return of work samples, if desired

PROGRAM PARTNERS

MID ATLANTIC
ARTS FOUNDATION



The Andrew W. Mellon Foundation

