



ON SCREEN/IN PERSON

2019-2020 HOST SITE Program Guidelines

Deadline: DECEMBER 3, 2018, 11:59 PM ET



On Screen/In Person is a program of Mid Atlantic Arts Foundation made possible through the generous support of the National Endowment for the Arts.

ACCESSIBILITY

This publication is available in .PDF format and as a Word file on the [Mid Atlantic Arts Foundation website \(link opens in new window\)](#). The Word version is screen reader-friendly.

ABOUT THE ON SCREEN/IN PERSON PROGRAM

Mid Atlantic Arts Foundation's ("MAAF") On Screen/In Person program tours independent American filmmakers to communities across the mid-Atlantic region to screen their recent work and increase accessibility and appreciation for film through direct audience engagement. Regional nonprofit venues and arts organizations actively participate in the program by serving as host sites for the touring filmmakers through a partnership with MAAF.

By organizing and managing the call for film submissions and consolidating administrative and travel costs, On Screen/In Person seeks to deliver the best in independent filmmaking to organizations seeking dynamic, cost-effective programming options.

HOW IT WORKS

- Nonprofit venues and arts organizations in the mid-Atlantic region apply to partner with MAAF and serve as host sites for the touring filmmakers
- Six films and filmmakers are selected to tour by the appointed host sites through a competitive review process
- Tours are scheduled during six months of the program year (September-October-November 2019; February-March-April 2020)
- Each engagement on a tour includes a public screening preceded or followed by a question and answer session with the filmmaker, and a community engagement activity or event collaboratively developed by the filmmaker and the local host site. Filmmakers typically visit each community for 36-48 hours.

WHAT HOST SITES RECEIVE

For a \$5,000 participation fee, host sites receive:

- Six public screenings of the selected films preceded or followed by a question and answer session with the filmmaker
- At least six community engagement activities related to the selected films (e.g. meet-the-filmmaker luncheons, classroom visits, receptions, panels, etc.). Engagement activities are developed by the filmmaker and host site to best serve the local community.
- Each host site is awarded a grant, in the amount of \$2,400, to cover the cost of filmmaker stipends and ensure specific funding is earmarked for this purpose. Stipends are paid directly by the host sites to the filmmakers (\$400 per filmmaker). *Funding awarded by MAAF is restricted to the specific, direct costs of the project, as detailed, and may not be used for indirect costs.*
- Participation in a competitive film review process organized by MAAF which enables host sites to collectively select from a wide range of film submissions
- Filmmakers' travel and accommodations are coordinated and paid in full by MAAF, which also provides filmmaker per diems
- Full administrative coordination of the scheduling process and general tour management by MAAF staff
- MAAF provides host sites with a marketing toolkit and downloadable electronic promotional materials (including program logos, web banners, high-resolution photographs, filmmaker biographies, and film synopses)

HOST SITE ELIGIBILITY

To be eligible, organizations must:

- Be designated by the Internal Revenue Service as a 501(c)(3) nonprofit organization or a unit of local or state government
- Be located in Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, U.S. Virgin Islands, Virginia, or West Virginia
- Possess or have access to [Americans with Disabilities Act \(ADA\) \(link opens in new window\)](#) compliant screening facilities and well-maintained, digital projection equipment. At a minimum, host sites must be able to screen DVDs.
- Have a minimum of five days available to schedule the screenings and filmmaker engagements during each month the program is active (September-October-November 2019; February-March-April 2020)
- Be in good standing with MAAF at the time of application with no overdue or outstanding required reports and/or grant documents

HOST SITE REQUIREMENTS

Organizations selected as host sites are required to:

- Identify a representative(s) with appropriate expertise to participate in the review of submitted films
- Send a representative at its own cost to the final film selection meeting held in Baltimore, Maryland
- Communicate with each participating filmmaker about the development and scheduling of community engagement activities (in addition to pre- or post-screening discussion session)
- Provide recommendations for clean, safe, affordable lodging in the host community
- Provide an honorarium of \$400 to each of six touring filmmakers through a grant from MAAF
- Provide a qualified projectionist and well-maintained, functional projection equipment
- Market and promote the film series in their community in advance of the screenings through print, electronic, and social media, as well as radio and television outlets, whenever possible
- Host a public screening of each selected film with Q&A and organize at least one related community engagement activity for each film
- Complete a final report for MAAF upon conclusion of the 2019-2020 tour
- Provide MAAF with a participation fee of \$5,000. Applicants may elect to remit payment in multiple installments over the course of spring and summer 2019, or may pay the entire participation fee in the first week of July 2019. The participation fee must be paid in full no later than July 5, 2019.

HOW TO APPLY & REQUIRED APPLICATION MATERIALS

All applicants must submit an online application through MAAF's eGRANT© system.

<https://midatlanticarts.egrant.net> (link opens in new window)

You must create an account and login in order to access the On Screen/In Person application.

Please note that there are different procedures and requirements for organizations that have never served as host sites for the program (new applicants) and returning host sites who are either participating in the current 2018-2019 season, or who participated in the past and are looking to rejoin.

For New Applicants

New applicant organizations complete the following sections of the online On Screen/In Person host site application:

1. Applicant Information
2. Budget Summary
3. Presenting Profile
4. Project Administration
5. Facility Profile
6. Screening Availability
7. Payment Options
8. Statistical Information
9. Certification

The following required materials are to be submitted electronically as attachments to the application:

1. Three-year history of public programming, including current programming year and two prior years. The information must be presented in a format that chronically lists each media, performing and/or visual arts engagement or exhibition, and is organized by programming year.
2. Résumé of individual with primary responsibility for administering the On Screen/In Person program at applicant's organization. Résumé must not exceed five pages.
3. If your organization will screen films in more than two venues, information on seating capacity, screen dimensions, projection equipment, and audio systems for each additional venue.

If applicable, submit electronically as an attachment to the application:

1. For organizations that are units of local or state government, a letter signed by an authorizing official on organizational letterhead confirming the applicant's status.

Note: Applicant organizations that are designated as 501(c)(3) nonprofit organizations by the Internal Revenue Service do not have to submit their IRS Letter of Determination.

For Current and Former Host Sites

Organizations who are participating as host sites in the current season of On Screen/In Person or organizations that were accepted as host sites in previous seasons are only required to complete and submit the following sections of the online On Screen/In Person host site application on or before the deadline listed in the program guidelines:

1. Applicant Information
2. Screening Availability
3. Payment Options
4. Statistical Information
5. Certification

Applicants will automatically be directed to the appropriate pages after indicating their status as a current or former host site in the Applicant Information page of the application. *(Continues on next page)*

Host site participation in the program is ongoing after initial selection. By submitting their required sections of the online application, current or past host sites confirm their participation in the program's 2019-2020 season. MAAF retains the right to reassess the ongoing participation of any organization which has not complete project activities in accordance with terms of the program as stipulated in their Letter of Agreement.

HOST SITE SELECTION PROCESS

Host site applications are evaluated by MAAF staff based on the following criteria, which are not ranked or given specific weight:

Presenter Readiness as demonstrated by:

- The applicant's record of arts programming (media arts, performing arts, or visual arts) to the general public
- Program administrator's relevant experience in programming film, video and/or electronic media arts
- Access to and appropriateness of screening facility and projection equipment
- Organizational capacity to implement the program

Potential for Successful Engagement as demonstrated by:

- Quality of plan for preliminary film selection process
- Plan to maximize the filmmakers' visits to the host community through activities in addition to the screening and pre- or post-screening discussions that will provide a greater appreciation of the artists' work

Applicants will be assessed in part on the risk of noncompliance with Federal statutes, regulations and the terms and conditions as provided by the applicant's Certification and Statement of Assurances in the submitted application or Common Information Form, and the results of previous audits including adherence to Single Audit requirements as set forth by Federal statutes.

NOTIFICATION & TIMELINE

New applicants will be notified in writing of the status of their applications in December 2018. Host sites will participate in film review from mid- January to February 2019, and should be prepared to begin evaluation of the films pending notification from MAAF.

CONTACT US

For questions about On Screen/In Person, please contact:

Kimberly Steinle-Super
Program Officer, Fellowships & Visual Arts
Kimberly@midatlanticarts.org (email opens in new window)
410-539-6656 x 101

Assistance with the application will only be available until 5pm ET on the day of the deadline.