

Program Guidelines 2019-2020

APPLICATION DEADLINES

- **September 5, 2019** by 11:59 PM Eastern for projects taking place between December 15, 2019 and December 14, 2020. Certification Sheets and letters of invitation due by September 12, 2019.
- **November 22, 2019** by 11:59 PM Eastern for projects taking place between March 15, 2020 and March 14, 2021. Certification Sheets and letters of invitation due by December 3, 2019.
- **April 1, 2020** by 11:59 PM Eastern for projects taking place between July 1, 2020 and June 30, 2021. Certification Sheets and letters of invitation due by April 18, 2020.

ACCESSIBILITY

This publication is available in .PDF format and as an accessible Word file at www.midatlanticarts.org.

ABOUT THE PROGRAM

Support for the presentation and touring of performing artists is central to the work of Mid Atlantic Arts Foundation (“MAAF”). The USArtists International program (USAI) supports performances by U.S. artists at significant international festivals and performing arts marketplaces outside the United States and its territories. The program supports the engagements of exemplary solo artists and ensembles across all performing arts disciplines including dance, music, theater, multidisciplinary work, and folk/traditional arts.

PROGRAM OBJECTIVES

USArtists International is designed to encourage and promote the vibrant diversity of U.S. artists and creative expression in the performing arts by expanding opportunity and exposure to international audiences, encouraging international cultural exchange, and enhancing creative and professional development of U.S. artists by providing connections with presenters, curators and fellow artists. The program is committed to the presence of U.S. artists on world stages and aims to extend the reach and impact of professional artists dependent on touring for continued sustainability and career advancement.

PROGRAM FUNDING

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. Support for grantees in New York City is provided by the Howard Gilman Foundation. Support for grantees traveling to the Baltic States, Central Asia, Central, East and Southeast Europe, Mongolia and Russia is provided by Trust for Mutual Understanding. Applications are submitted to Mid Atlantic Arts Foundation.

PROGRAM ELIGIBILITY

Applications to USAI must meet eligibility criteria in **each of the following three areas** to be eligible for the program:

1. Applicant Eligibility
2. Festival/Performing Arts Market Eligibility
3. Engagement Eligibility

1. ARTIST ELIGIBILITY

Eligible applicants must:

- be a dance, music or theater ensemble or individual artist, that work at a professional level; festivals and/or curators cannot apply on behalf of U.S. artists.
- be designated by the Internal Revenue Service as a 501(c)(3) nonprofit organization, **OR** apply using a U.S.-based fiscal sponsor that is designated as a 501(c)(3) nonprofit organization

- currently reside in the United States or its territories
- be invited to perform at a significant international festival or performing arts market that meets the eligibility guidelines below
- not have received a USAI grant within the calendar year, regardless of when the festival(s) or market(s) take place
- not be involved in the curation, administration or management of the festival or performing arts market for which they seek funding
- be in good standing with Mid Atlantic Arts Foundation, with no overdue or outstanding required reports and/or grant documents
- meet residency requirements: USAI will only fund performances in which at least half of the **performers** are U.S. citizens or permanent residents. For all projects with international collaborators or accompaniment, at least half of the performers must be U.S. citizens or permanent residents and the lead creative artist must also be a U.S. citizen or permanent resident.

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 and the results of previous audits including adherence to Single Audit requirements as set forth by Federal statutes.

2. FESTIVAL/PERFORMING ARTS MARKET ELIGIBILITY

Eligible festivals must:

- be sponsored or organized primarily by a non-U.S. based organization
- be curated and not require registration, application, performance or any other type of fees from performers to exceed USD \$250.00
- be international in scope with performers representing 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 performers
- be open and marketed to the general public
- 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.

Eligible Performing Arts Markets must:

- meet all festival eligibility requirements listed above with the exception that they do not need to be open and marketed to the general public and that they may charge artists for showcase participation. Please also see the definition of Performing Arts Markets in the Definitions section below.

3. ENGAGEMENT ELIGIBILITY

Eligible engagements must:

- pay artists or artists must receive in-kind contributions *towards eligible project expenses* as defined in the USAI guidelines under Grant Amounts and Eligible Expenses
- be at least 20 minutes in duration, which may be comprised of single or multiple works or excerpts from longer pieces.

Multiple Engagements:

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

DEFINITIONS

Festivals: For the purposes of USAI, a festival is defined as an event, primarily focused on the arts, consisting of live public 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. Fringe festivals are not eligible for consideration if any of the following apply:

- the fringe festival venue is not curated,
- artists/ensembles are self-produced or self-selected,
- artists/ensembles receive no contribution towards eligible expenses or no percentage of box office revenue,
- artists/ensembles are required to pay any type of fee in order to participate beyond application or registration fees of USD \$250.00.

Artists who wish to apply for a fringe festival engagement and are unsure if it is eligible should contact Robyn Busch, Program Officer, International, at robyn@midatlanticarts.org

Performing Arts Markets: For the purposes of USAI, a performing arts market is defined as a curated or juried event with a maximum duration of two weeks featuring showcases of performing artists marketed primarily to performing arts industry professionals and in some cases, general audiences. The intent of a performing arts market is to provide artists and performing arts industry professionals with opportunities to develop and deepen professional relationships. Performing arts markets are frequently accompanied by panels, symposia and workshops related to the marketing and promotion of the performing arts for industry professionals. Applicants with questions regarding performing arts markets should contact robyn@midatlanticarts.org to verify eligibility.

RESTRICTIONS

Under these guidelines, an application is not eligible if:

- artists/ensembles have been awarded a USAI grant within the calendar year, regardless of when the festival(s) or market(s) occur
- at least half of *performers* are not U.S. citizens or permanent residents
- applicants are student or youth ensembles, amateur groups or groups comprised of participants from instructional programs (such as bands, music or dance artists/ensembles of academic institutions.)
- applicant is a for-profit entity: either individuals or ensembles
- applicant or member of applicant ensemble is involved in festival or market curation, administration or management of the festival or market for which they seek funding
 - Seeking funding for festivals or markets 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
 - 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 or market
 - require artists/ensembles to pay any type of fee in order to participate, including application or registration fees beyond the allowable limit of USD \$250.00
 - present artists/ensembles in a showcase less than 20 minutes in duration or workshop format
- festivals that:
 - consist primarily of activities other than public performances: that might include workshops, training or conference sessions, competitions, primarily academic or

curricular programs.

Please note the following:

- If a festival or market engages a U.S. organization to select ensembles and solo artists for participation, each selected artist/ensemble or their fiscal sponsor, if applicable, must submit an application, not the U.S. organization responsible for selecting the artists/ensembles. The panel will review each application separately.

APPLICATION REVIEW CRITERIA

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

Artistic Merit:

- the significance of the applicant's presence at the engagement as it relates to the artist/ensemble's professional/artistic development.
- the significance of the festival or market locally and internationally.
- the quality of the proposed engagement, including the appropriateness of the venue, schedule of performance(s)

Artistic Excellence:

- as demonstrated by the work samples submitted.
- the artists' record of professional achievement.

USAI seeks to ensure that the excellence and diversity of performing artists from across the United States working in a variety of dance, music and theater genres are represented abroad. In addition, the program 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 support the program's goals of broad domestic and international geographic representation as well as diverse aesthetic expression.

GRANT AMOUNTS AND ELIGIBLE EXPENSES

Grants will seldom cover the applicant's eligible expenses in their entirety and generally range from \$1,000 to \$10,000. Grant requests may not be less than \$1,000 and may not exceed \$15,000. Eligible expenses supported through USAI are performance fees, travel, housing and per diem, shipping, visa fees, agents' fees related to participation in the international engagement, registration/application fees up to \$250 and fiscal sponsor administration fees, if applicable. Expenses not listed in the USAI budget are not eligible for support. Funding awarded by Mid Atlantic Arts Foundation is restricted to the specific, direct costs of the project, as detailed above, and may not be used for indirect costs.

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 done on an approved U.S. flag air carrier as part of the Fly America Act, or a foreign air carrier under an air transport agreement with the United States, when these services are available. Tickets purchased through U.S. carriers but ultimately operated by a foreign carrier through a codeshare agreement would comply with the Fly America Act. Fly America Act guidelines can be found at: [Fly America Act](#).

ELIGIBLE GRANTEES/FISCAL SPONSORS

All grants made through USAI will be awarded only to U.S. dance, music, or theater ensembles and individual 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.

Nonprofit organizations should engage in fiscal sponsorship only if their executive leadership and boards of directors are fully aware of the obligations and liabilities they legally assume as fiscal

sponsors. Nonprofit organizations serving as fiscal sponsors must provide this service as a part of their regular operations, and this service must be available to any artist that meets the respective organizations' published criteria for fiscal sponsorship.

- 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 the award. As the official grantee, the fiscal sponsor must submit all documentation, final reports, and any amendment request that would affect the terms and conditions of the award.

If you need assistance finding a fiscal sponsor, please visit our website or contact robyn@midatlanticarts.org

APPLICATION PROCEDURE AND REQUIRED MATERIALS

Applications must be submitted on or before the published deadlines at 11:59 P.M. Eastern Time. To access the USAI online application system, visit: [Mid Atlantic Arts Foundation](#).

- The USAI online application consists of the following:
 1. **Application Summary**
 2. **Festival and/or Market Information**
 3. **Application Narrative**
 4. **Biographies of the Principal Artist(s)**
 5. **Participant List**
 6. **Budget Detail** Please see the [Online Application Budget instructions](#) for information on how to prepare your application budget.

The following required materials are uploaded as attachments to the USAI online application:

7. **Work Samples and Description** Please see the [Work Sample FAQ](#) for information on how to prepare your work samples for upload.
 8. **Signed letter(s) of invitation or signed contract(s) from the festival(s) or market(s) in English** must be provided on festival or market letterhead and **must** include:
 - a. a description of all financial support offered by the festival or market, including in-kind contributions towards *eligible* project expenses as identified in the guidelines under Grant Amounts and Eligible Expenses
 - b. **if providing an artists' performance fee, the amount**
 - c. performance dates, if known
 - d. number of performances, if known
- If the signed letters of invitation or signed contracts are not available at the time the application is submitted, they may be sent via email by:
 - **September 12, 2019** for applications submitted September 5, 2019.
 - **December 3, 2019** for applications submitted November 22, 2019.
 - **April 8, 2020** for applications submitted April 1, 2020.

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

- **The Certification Sheet** is e-mailed to applicants upon submission of the online application. It must be 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 same Certification Sheet where indicated. The Certification Sheet must be submitted no later than one week after the application deadline for which you have submitted an application.

Email attachments should be in PDF format and sent to usai@midatlanticarts.org

Subject line: *{Insert Applicant Name Here}* USAI Certification Sheet
or *{Insert Applicant Name Here}* USAI Letter of Invitation

Fax materials: (410) 837-5517, Attn: USArtists International

Please Note: Although the application and required materials are submitted online, your application is not complete until Mid Atlantic Arts Foundation has received your signed Certification Sheet and signed letter(s) of invitation or contract(s) as instructed in these guidelines.

AWARD NOTIFICATION

Deadline:

September 5, 2019

November 22, 2019

April 1, 2020

Applicants notified of grant status by:

November 14, 2019

February 28, 2020

June 22, 2020

AWARD PAYMENTS AND FINAL REPORTS

If awarded, 90% of the grant amount will be sent by check to the grantee (or fiscal sponsor, if applicable) approximately 90 days prior to the engagement following the review and signing of a grant award agreement sent via email. A final report for the funded project is required no later than 30 days after the project completion date. The final report, made available in eGRANT at the time the grant is awarded, requires brief descriptions of the completed project, evidence of funder crediting, and an accounting of expenditures of the funded activities. Final report instructions are included with grant award documents when grantees are notified of the award. The final 10% of the grant amount will be sent by check to the grantee (or fiscal sponsor, if applicable) once the final report has been reviewed and approved by MAAF staff.

USArtists International is supported by:

