



**MID ATLANTIC  
ARTS FOUNDATION**

# Jazz Touring Network 2019-2020 Program Guidelines

Deadline:  
August 31, 2018, 5:00 PM EST



**National  
Endowment  
for the Arts**  
arts.gov

## ACCESSIBILITY

This publication is available in .PDF format and as a Word file at [www.midatlanticarts.org](http://www.midatlanticarts.org). The Word version is designed with headers to be screen reader-friendly.

## BACKGROUND

Jazz has a particularly rich history and thriving presence in the mid-Atlantic region, especially in the major urban centers of Baltimore, New York, Philadelphia, Pittsburgh, and Washington, D.C. The marketplace for the presentation of jazz has evolved in recent years as the number of commercial jazz venues has declined and jazz artists have begun to turn to nonprofit presenting organizations and other alternative performance spaces to sustain their ability to tour. To facilitate this shift in the touring environment and bring jazz to new audiences across the region, especially outside of its major metropolitan areas, Mid Atlantic Arts Foundation (“MAAF”) created the Jazz Touring Network (“JTN”).

The JTN was established in 2001 to expand the presentation of jazz throughout the mid-Atlantic region. The underlying premise of the program is that by supporting nonprofit presenting organizations through professional development, experiential learning, and fostering collaborative relationships, JTN participants will have the skills and connections necessary to regularly and successfully present jazz in their communities as well as insure the vibrancy of jazz across the region. Since its founding, more than 44 presenting organizations have participated in the program receiving fee subsidies for jazz performances and engagements, support to attend annual JTN meetings, participation in professional development sessions and opportunities for peer interaction. A list of the current JTN membership can be found on the MAAF website at [www.midatlanticarts.org](http://www.midatlanticarts.org).

The JTN is made possible through the generous support of the National Endowment for the Art’s Regional Touring Program.

## OVERVIEW

The JTN is a presenter-based membership program that provides support for professional development opportunities and performance fee subsidies for its participants. New members are selected on an annual basis through an open, competitive selection process. Membership criteria for JTN prioritizes performing arts presenters in the mid-Atlantic region with little or no experience in presenting jazz, while also encouraging applications from experienced jazz presenters seeking to strengthen their programming. The JTN prioritizes participation by presenters that work in and with communities underserved by the arts. Once selected, membership in the program is ongoing contingent upon meeting annual participation requirements.

Annual meetings are the primary vehicles used for professional development, peer mentoring, facilitating collaboration, and building and sustaining relationships among the membership. Currently, JTN meetings are scheduled to coincide with the annual Association of Performing Art Professionals conference in New York City. Meetings include a review of recent JTN engagements, visiting artist talks focused on relationship and partnership building between jazz musicians and presenters, the identification of tours for the upcoming season and other activities requested by members. To maintain membership in the network, JTN participants are required to attend the annual meeting in its entirety.

## GOALS AND OBJECTIVES

The primary objective of the JTN is ensuring vibrant and diverse jazz presenting in the mid-Atlantic region while simultaneously increasing the number of nonprofit venues in the mid-Atlantic region that present jazz on a regular basis, particularly in communities underserved by the arts (defined for the purposes of this program as populations whose opportunities to experience the arts are limited by geography, ethnicity, age, economics, or disability).

The goals of the program are:

- to ensure jazz presentation in the mid-Atlantic region reflects the vibrancy and diversity of the current field of jazz

- for presenters to develop and share best practices that address current trends in the field and increase presenters' capacity to program jazz at their organizations
- to establish an active, dynamic, and functional network of jazz presenters within the mid-Atlantic region
- to deepen the audience and communities' understanding and experience of jazz through thoughtfully planned performances and community engagement activities

## ADMINISTRATION

MAAF administers the JTN membership application process including application submission, review, and new member approval. Additionally, MAAF coordinates the annual JTN meeting, facilitates the artist nomination and selection process and ensures current members maintain eligibility by meeting membership requirements.

## BLOCK-BOOKED TOURS

To foster the presentation of exemplary jazz artists across the region, MAAF provides performance fee subsidies to JTN members for engagements that are part of block-booked tours comprised of other JTN members. Funded engagements must include at least one public performance. Tours must consist of a minimum of three presenters from, at least, two different jurisdictions within the mid-Atlantic region. To maintain membership in the network, JTN participants must participate in, at least, one network block-booked tour per year.

Members of the network collaboratively develop JTN tours through a nomination and voting process. Members are required to nominate at least one artist or ensemble each year. American and international professional jazz artists are eligible for consideration for touring through the network. Members are encouraged to prioritize the following criteria when nominating and selecting artists for JTN tours:

- Artists/Ensembles of excellence, whether established, mid-career, or emerging
- Artists/Ensembles that represent the range of aesthetics and styles within jazz
- Artists/Ensembles varying in ensemble size and instrumentation
- Artists/Ensembles that represent the ethnic, gender and generational diversity of the jazz community
- Artists/Ensembles that have not previously toured through the program
- Artists/Ensembles that vary in fee range
- Artists/Ensembles that represent International jazz and cultural exchange
- Artists/Ensembles that are interested and experienced in the area of community engagement

## COMMUNITY ENGAGEMENT

Members are required to schedule at least one community engagement activity with each supported public performance. Community engagement activities are intended to create a deeper appreciation for the performance, the artist and/or the genre of jazz and provide additional opportunities for direct interaction with the visiting artist(s). Community Engagements may include, but are not limited to, talk-backs, Q & As, open sound-checks, artist meet-and-greets, CD signings, residencies, master classes, lecture demonstrations, facilitated pre or post-performance discussions, paneled discussions and exhibitions. Community Engagement Activities often involve an outside community partner or organization. A Community Engagement Activity may engage non-audience community members and does not require artist participation.

## FINANCIAL SUPPORT

The following financial support is available to members of the network:

- A significant portion of travel expenses relating to attendance at the annual network meeting are reimbursed by MAAF in the form of a travel grant.
- JTN members are annually eligible for up to \$3,000 in fee subsidies not to exceed 40% of the fee for any given engagement.

- JTN members who act as “lead” presenters in developing tours receive an additional \$100 for each network colleague participating in a tour. Lead presenter subsidies may not exceed \$400 per member per year.

## GRANT PERIOD

Performance grants available to JTN Members are for engagements occurring during the period July 1 through June 30 of the given program year.

## GRANT PAYMENTS

The initial payment of 90% of the grant award will be released when the MAAF Grant Award Agreement has been signed by the JTN Member’s authorized official and approved by MAAF staff. Additionally, a counter-signed contract between the JTN member and the performing artist(s) must be submitted to MAAF no later than thirty (30) days prior to the engagement start date. The final 10% is paid once a complete final report is received from the JTN Member representative and approved by MAAF staff. Payment of grant awards is usually made 30 days prior to the funded engagement.

## FINAL REPORTS

Final report forms are issued with the grant contract. Final reports are due no later than 30 days after the funded engagement. Final reports require an evaluation of the performance and any additional activities, along with a brief accounting of expenditures.

## WHO MAY APPLY

- Organizations that present the performing arts are eligible to apply to the JTN. For the purposes of this program, MAAF defines a presenter as an organization that selects, engages and pays touring artists for public performances at their venues and within their communities
- Presenters that are legally incorporated nonprofit organizations with 501(c)(3) status as determined by the Internal Revenue Service, or a local or state unit of government
- Presenters located in Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, the U.S. Virgin Islands, Virginia, and West Virginia
- Presenters that have, at least, a three-year continuous history of offering multiple presentations each year by touring performing artists to the general public
- Presenters that primarily serve and market to the general public
- Presenters that have an annual operating budget of \$100,000 or above
- Presenters that have little or no experience presenting jazz or have the desire to expand or enhance their existing jazz presenting
- Presenters that have the capacity to present jazz performances and create community engagement activities, have the capacity to provide the minimal technical and equipment requirements stipulated in a contract (e.g.,backline that might include grand piano, drum kit, upright bass, etc...); sound system and stage lighting
- Presenters that are in good standing with MAAF and not be delinquent in any of MAAF reporting requirements

## WHO MAY NOT APPLY

- Presenters that are commercial or for-profit entities
- Presenters that primarily serve and market to K-12 schools, young people’s audiences, summer camps, nursing homes, senior centers, healthcare facilities, social service agencies, or solely student-based college or university programs
- Presenters located outside of Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, the U.S. Virgin Islands, Virginia, and West Virginia

## 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 Jazz Touring Network member application.

Applicants must complete the following:

1. Applicant Information
2. Presenting Profile
3. Budget Summary
4. Application Narrative
5. Statistical Information
6. Certification

## DEADLINE

**5:00 PM EST on FRIDAY, August 31, 2018**

All JTN membership applications must be successfully submitted by that time. No exceptions will be made to the deadline.

## MEMBER SELECTION PROCESS

JTN membership applications are evaluated by MAAF staff based on the following criteria which are not ranked or given a specific weight:

- Artistic excellence as represented by quality of presenting activity over the past three years
- Demonstrated interest in growing current jazz presenting or demonstrated need to improve one or more aspects of current jazz presenting
- Capacity to implement and sustain high-quality jazz presenting as represented by organization's available financial, human and physical resources
- Commitment of organization to JTN as evidenced by the individual selected to serve as their representative to the network
- Potential to reach communities underserved by the arts, as defined in these guidelines

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

All applicants will be notified in writing of MAAF's decision by October 22, 2018. The decisions of the MAAF are final and may not be appealed.

## CONTACTING MAAF

If you have reviewed the available resources and need assistance, or have questions pertaining to the program guideline requirements, please contact:

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