



**MID ATLANTIC
ARTS FOUNDATION**

Jazz Touring Network

2020-2021 Membership Guidelines

Deadline:
August 30, 2019, 5:00 PM EST

**NATIONAL
ENDOWMENT** for the **ARTS**

arts.gov

ACCESSIBILITY

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

OVERVIEW

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 venues 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”).

Established in 2001, the JTN is a presenter-based membership program that provides support for professional development opportunities and performance fee grants 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 (defined for the purposes of this program as populations whose opportunities to experience the arts are limited by geography, ethnicity, age, economics, or disability). Once selected, membership in the program is ongoing contingent upon meeting annual participation requirements.

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 46 presenting organizations have participated in the program. A list of the current JTN membership can be found on the MAAF website at www.midatlanticarts.org.

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

GOALS AND OBJECTIVES

The goal of the program is to expand the presentation of jazz throughout the mid-Atlantic region while ensuring regional programming reflects the vibrancy and diversity of the current field of jazz. To achieve those goals the JTN has the following objectives:

- to maintain and grow an active, dynamic, and functional network of jazz presenters within the mid-Atlantic region
- 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
- encourage members to annually curate tours that reflect diversity and richness of the current field of jazz
- 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 an Annual JTN meeting attended by all members, facilitates the artist nomination and selection process and ensures current members maintain eligibility by meeting membership requirements.

JTN TOURS

Members of the network collaboratively develop JTN tours through a nomination and voting process. MAAF provides performance fee grants to JTN members for engagements that are part of block-booked tours. Selected tours must consist of a minimum of three presenters from, at least, two different jurisdictions within the mid-Atlantic region. Funded engagements must include at least one public performance as well as a community engagement activity. 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 artists.

MEMBERSHIP REQUIREMENTS

To maintain membership in the JTN, presenters must designate a JTN representative with the authority to select and book artist on behalf of the organization and annually fulfill the following requirements:

- attend the JTN Annual Meeting in full;
- submit at least 1 artist nomination for consideration; and
- participate in at least one network block-booked tour.

MEMBERSHIP BENEFITS

The following financial support is annually available to all JTN members:

- performance grants up to \$3,000 not to exceed 40% of the fee for any given engagement;
- a travel grant covering the majority of expenses related to attendance at the Annual JTN Meeting; and

Additionally, 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 PAYMENTS AND REPORTING

Performance grants available to JTN Members are for engagements occurring during the period July 1 through June 30 of the given program year. The initial payment of 90% of the grant will be released when the following items have been completed by the grant recipient:

- review and execution of a grant award agreement,
- provide a copy of the countered-signed contract with the proposed artist to MAAF no later than 30 days prior to the engagement start date.

A final report for a funded engagement is to be completed through eGRANT and is due 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 description of the completed project along with an accounting of expenditures of the funded activities. Final report instructions are provided as part of the grant award documents.

APPLICANT ELIGIBILITY

MAAF accepts JTN Membership Applications from presenters within the mid-Atlantic region. For the purposes of this program, MAAF defines a presenter as an organization that selects and engages professional touring artists to perform before general audiences in its community and manages the logistics in connection with those performances as an ongoing and significant

component of their organization's activity. Presenters manage all the local requirements for the performance and facilitate the interaction between artists and the public.

The JTN welcomes presenters that have little or no experience presenting jazz or experienced jazz presenters that have the desire to expand or enhance their programming.

Applicants must:

- be located in Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, the U.S. Virgin Islands, Virginia, and West Virginia;
- be designated by the United States Internal Revenue Service as a 501(c)(3) nonprofit organization or be a unit of state or local government; and
- be in good standing with MAAF, with no overdue or outstanding required reports and/or grant documents.
- have, at least, a three-year continuous history of offering multiple presentations by touring artists each season.

MAAF is committed to supporting diverse, equitable, inclusive, and accessible programming in our region.

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

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 30, 2019

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:

- programming merit- the organization's commitment to holistic programming directly aligned with their mission and demonstrated by a presenting history that reflects strong artistry and a deep awareness of audience and community. demonstrated interest in growing current jazz presenting or demonstrated need to improve one or more aspects of current jazz presenting;
- ability to annually participate in JTN Tours and sustain high-quality jazz presenting as demonstrated by a combination of the organizations' capacity, mission, and identified JTN Representative; and
- 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 mid-October 2019. 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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