



Mid Atlantic Tours |

PUBLIC DRAFT* of Program Guidelines 2024-2025

**Final program guidelines for Mid Atlantic Tours will be released in Fall 2023. The guidelines below are meant to serve as a reference and may adjust prior to the final program guidelines launch.*

Booking Deadline: March 28, 2024

Project Period: July 1, 2024- June 30, 2025

ACCESSIBILITY

This publication is available in .PDF format and as an accessible Word file at <https://www.midatlanticarts.org/grants-programs/grants-for-organizations/#mid-atlantic-tours&tab2>.

To request accommodation during any phase of your application process, reach out to Program Director, Performing Arts and Accessibility Coordinator Sarah Lewitus at slewitus@midatlanticarts.org or call 410-539-6656 X 110.

ABOUT MID ATLANTIC TOURS

Presenters located in the Mid Atlantic region who engage a Mid Atlantic Tours Roster Artist during the project period receive up to 50% subsidy for the Roster Artist's compensation (including artistic compensation, housing, per diem and travel) as well as support for other eligible presenter expenses.

Presenters work directly with the roster artist's tour manager to negotiate terms, including engagement dates and compensation.

Once terms are confirmed between presenter and tour manager, the presenter completes a short application to Mid Atlantic Arts. Applications are not adjudicated competitively, but presenters engaging a Mid Atlantic Tours roster artist during the project period are encouraged to confirm terms with the artist's tour manager as soon as possible as funding is limited. Final grant award distribution is determined by Mid Atlantic Arts staff, informed by tour manager advisement.

Visit the Mid Atlantic Tours program page in Fall 2023 for more information on each artist, including Tour Manager contact information: [midatlanticarts.org/grants-programs/grants-for-organizations/#mid-atlantic-tours](https://www.midatlanticarts.org/grants-programs/grants-for-organizations/#mid-atlantic-tours)

ROSTER

The 2024-2025 Mid Atlantic Tours roster includes:

To be announced in Fall 2023

The Mid Atlantic Tours roster is curated by Mid Atlantic Arts staff with curatorial advisement from performing arts colleagues from the mid-Atlantic region. As a final step in the curatorial process, mid-Atlantic region Presenters indicate interest in prospective Roster Artists through a presenter interest survey conducted via email.

The selection process for the Mid Atlantic Tours roster prioritizes:

- Projected touring success for roster artists: tour feasibility & presenter interest
- Broad representation of multiple performance genres
- Broad geographic representation from artists based in different states/jurisdictions in the mid-Atlantic region
- Artists and creators who are actively engaged with diverse communities to energize the transformative power of the arts

Mid Atlantic Arts is committed to countering structural inequities based on race, gender, disability status, sexual orientation, class, age and geography through our programs. For more information on the selection process for Mid Atlantic Tours roster artists in 2024-2025, visit www.midatlanticarts.org/programs/midatlantictours.

ELIGIBILITY

To be eligible for a Mid Atlantic Tours grant award, presenters* must:

- be based in Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, the U.S. Virgin Islands, Virginia, West Virginia, and the Native nations that share this geography;
- be a 501(c)(3) nonprofit organization or be a unit of state or local government or Federally-recognized Indian tribal government;
- demonstrate organizational administrative capacity** to complete all required project components in collaboration with the roster artist and their tour manager;
- be in good standing with Mid Atlantic Arts at the time of application, with no overdue or outstanding required reports and/or grant documents

**For this program, Mid Atlantic Arts defines “presenter” as an organization that financially compensates an artist/company that is a separate entity from the presenter for performance(s) and engagement activities in the presenter’s community. Producing organizations that solely create artistic work or assemble artists to perform as ensembles for performances are not eligible to apply.*

***Presenters do **not** need to have a history of engaging professional touring artists as an ongoing and/or significant part of their organization’s activity to present a Mid Atlantic Tours roster artist with support through Mid Atlantic Tours; however, organizations without a history of presenting*

touring artists will be asked to describe their administrative plan for engaging the artist within their existing staff structure and among other organizational priorities.

REQUIRED ENGAGEMENT ACTIVITIES

Mid Atlantic Tours-supported engagements must include **two distinct engagement activities** meeting the following requirements:

- Both engagement activities must include the Mid Atlantic Tours roster artist, and should be planned in dialogue with the presenter, the roster artist and their tour manager
- At least one of the two engagement activities must include a performance or performative component of at least 30 minutes that is open to the public (may be ticketed or free; performance may be repeated multiple times during the engagement or performed one time) *
- If both engagement activities are performances, they must be different from one another (i.e., performing the same musical set two nights in a row counts as one engagement activity)
- Other ideas for engagement activities include, but are not limited to, master classes, lecture-demonstrations, workshops, pre- or post-performance discussions, attendance at community festivals or meetings, etc. Presenters are invited to think expansively, and in collaboration with the artist and their tour manager, about what activities would be a good fit for their community.
- Both engagement activities may be in-person or virtual. If virtual, they must meet Mid Atlantic Arts' Virtual Presentation guidelines:
 - [Mid Atlantic Arts Virtual Engagement Guide as a PDF](#) (link opens in a new window)
 - [Mid Atlantic Arts Virtual Engagement Guide as an accessible Word document](#) (Click link to download)
- Fundraisers (salaries or other costs for general fundraising activities or events, including those for donors, or that financially benefit the organization as a whole) are not considered an engagement activity and may not be supported by grant funds

GRANT AWARD DETAILS

Presenters meeting the eligibility criteria who engage a current Mid Atlantic Tours roster artist for at least two engagement activities during the project period are eligible to receive a grant award from Mid Atlantic Arts to support the following:

- Artist compensation subsidy up to 50% of the artist compensation agreed upon between the Presenter and the Roster Artist (including artistic salary/fees, housing, per diem and travel). Minimum request: \$1,000.00 USD;
- Other eligible expenses up to 2,000.00 USD to support direct project expenses including program staff salary, direct technical personnel fees, audience development, marketing and promotional expenses, project-specific purchases or consulting related to increasing access for disabled artists, staff, audiences or community members, technical and equipment rental expenses for virtual or in-person engagements, artist travel/lodging expenses, and/or expenses related to public health measures for in-person engagements.

The full grant award anticipated should be discussed between the presenter and the tour manager, including artist compensation subsidy and other eligible expenses.

Grant awards must be matched on a 1:1 basis. The match may not include Federal funds whether they are received directly from a Federal agency or indirectly, such as through a state

agency or other entity. In addition, the Mid Atlantic Arts grant and the required match may not be used to match any other directly or indirectly received Federal funds.

Funding awarded by Mid Atlantic Arts is restricted to the specific, direct costs of the project and may not be used for indirect costs. Fundraisers and costs associated with food and beverages for activities such as galas or parties, picnics, or other community gatherings, are not eligible for support through Mid Atlantic Tours.

APPLICATION PROCESS

By the booking deadline of March 28, 2024, the presenter and tour manager must agree to terms for the engagement between the presenter and the roster artist and complete a letter of agreement. **Tour managers must have a letter of agreement, counter-signed by the presenter, in hand by the booking deadline for the presenter to be eligible for Mid Atlantic Tours funding.** Presenters are encouraged to complete the Letter of Agreement as soon as possible to secure a funding recommendation, as funds are distributed on a first-come, first-served basis and in dialogue with the roster artist tour manager.

LETTER OF AGREEMENT

The Letter of Agreement between the presenter and roster artist/tour manager must include the following:

- Presenter name and contact information
- Roster artist name
- Details for two (minimum) engagement activities including date, time and location as known at the time of agreement
 - Engagement activities must take place during the Project Period: July 1, 2024- June 30, 2025
- Negotiated artist compensation (including artistic salary/fees, housing, per diem and travel). May include language stating that the negotiated fee is pending funding from Mid Atlantic Arts.
- Mutual statement on accessibility planning for the engagement
 - This statement could be a one-line sentence acknowledging that the presenter and the roster artist will collaborate to meet the Presenter's ADA requirements; however, Mid Atlantic Arts encourages presenters to think expansively about how the engagement will go beyond compliance to create access to the engagement activities for communities with disabilities (including audiences, artists and organizational staff as applicable.) Presenter capacity support may be used to fund accessibility-related expenses.)

Following the booking deadline, the tour manager shares all submitted Letters of Agreement with Mid Atlantic Arts. In May 2024, Mid Atlantic Arts invites the presenter to complete an application for a grant award. The application includes the following components:

NARRATIVE

The Presenter must respond to the following Narrative questions when completing this application:

- Provide a description of planned community engagement activities (not to exceed 250 words), including number and type of activities, target audiences, and role of artist/ensemble. Please note, if the community engagement activities change in nature between now and the date of the engagement, grantees are responsible for contacting Mid Atlantic Arts for approval.
- What are the barriers of participation for your organization’s audiences, artists, and staff, and how do you plan to address these barriers for this engagement?

BUDGET

The Presenter must submit a project budget that includes the negotiated artist compensation as described in the Letter of Agreement as well as the requested subsidy amount. Mid Atlantic Arts provides a budget template in the application. See “Grant Award Details” above for more information about eligible expenses and matching requirements.

FUNDING PRIORITIES

Final grant award distribution (up to 50% of the negotiated Artist Compensation, and no less than \$1,000.00 USD) is determined by Mid Atlantic Arts staff in collaboration with tour managers, based on funding priorities outlined below*:

- Geographic breadth for each tour: ensuring that funding dollars are spread to presenters across all states and jurisdictions in the mid-Atlantic region
- Small and mid-sized presenters
- Presenters serving rural communities
- Presenters whose engagement activities align with the roster artist’s goals for their tour

*Any presenter who meets Mid Atlantic Tours’ eligibility requirements is eligible to apply for presenter subsidy support from Mid Atlantic Tours. These funding priorities are in place to determine how Mid Atlantic Arts and the roster artist’s tour manager will prioritize funding, should there be more interest from presenting partners than can be accommodated at the maximum allowable amount.

AWARD APPROVAL, PAYMENT, AND FINAL REPORT

Official award documents will be distributed to Mid Atlantic Tours presenters by early summer 2024.

If awarded, the initial payment of 90% of the presenter grant will be released at the beginning of the grant period (30 days prior to the first engagement activity) provided that the following items have been completed by the grant recipient:

- Review and execution of a grant award agreement
- Upload a copy of the counter-signed contract with the proposed artist in the Mid Atlantic Arts portal no later than 30 days prior to the first engagement activity

A final report for a funded project is to be completed and is due no later than 30 days after the conclusion of the final engagement activity. The final report, made available in the Mid Atlantic Arts portal at the time the grant is awarded, requires a brief description of the completed project along with an accounting of expenditures for the funded activities. Final report instructions are provided as part of the grant award documents.

The final 10% of the grant is paid once a complete and satisfactory final report is received from the grant recipient and approved.

QUESTIONS

For questions related to the Mid Atlantic Tours program, reach out to Sarah Lewitus, Program Director, Performing Arts & Accessibility Coordinator, at slewitus@midatlanticarts.org or 410-539-6656 X 110.

Support for Mid Atlantic Tours is provided by the National Endowment for the Arts.

