



Instructions for Requesting Payment

We are delighted that your project has been awarded a touring grant from the New England Foundation for the Arts. Because our funding sources are numerous and include both state and federal agencies, we are obligated to keep carefully documented records. We, in turn, require the grantee to fulfill certain requirements before we are able to make payment on the grant. You must comply with the following in order to receive your grant award:

1. You must submit one completed **Evaluation Form** for each grant. The evaluation includes several narrative questions and a final accounting section for expenditures associated with the presentation. Do not combine figures for more than one grant on a single form. For series/festivals or collaborations, please approximate proportions of audience figures, expenses, etc. for each event for which NEFA funding directly applies. Please note that a step-by-step instruction sheet titled line by line evaluation guide can be found on our website.
2. You must send a signed and dated copy of the **contract or letter of agreement** (with printed name and title) between your organization and the artist(s) being presented. The contract must be signed by an authorized representative of the artist(s) and by an authorized representative of your organization, and must include the dollar amount of the artistic fee, the amount agreed upon and terms for housing and transportation of the artist(s) while in your care, if not part of the artistic fee, and the dates of the residency, performance(s), workshop(s) and/or other related events.
3. You must send **letters of appreciation** to your federal and/or state legislators. This is to inform them about the purpose of this award, and the impact it will have on your organization's activities and service to the community. Please send one copy of each of these letters to NEFA with your Evaluation Form.
4. You must acknowledge support from the New England Foundation for the Arts and additional sponsors on all **program and publicity materials**. Please provide a copy of these materials to NEFA showing the required acknowledgment of the funding support as described in the grant award letter. Please flag or highlight the credit line on these materials. Please see the crediting requirements appropriate crediting.

Payments for the grant award will be made upon receipt of these materials by NEFA after the event. You must mail this material within one month of the event or risk forfeiture of the grant and all pending NEFA grants. If the performance/program is cancelled or if you anticipate a delay in forwarding completed report forms and materials, please contact the program staff at 617/951-0010.

***Please note: NEFA must be notified of any changes in fee paid to the artist(s) as far in advance of the event as possible. Your grant award is calculated as a percentage of that artistic fee. It should not be considered a one-to-one "matching grant." The amount listed on the contract and in the evaluation **MUST** be the total artistic fee as it appears on your Application Form. If the fee is reduced, you must provide an explanation in writing. Reduction in the artist fee may result in the reduction or cancellation of your grant award. Artistic fees do not include in-kind contributions