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An initiative of the National Endowment for the Arts, administered by the New England Foundation for the Arts.

AMERICAN MASTERPIECES: DANCE TOURING GRANT RESERVED FUNDING EVALUATION

Instructions for Requesting Payment

We are delighted that your engagement has been awarded a grant from American Masterpieces: Dance (AMD). We report to the National Endowment for the Arts (NEA), therefore 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:**

Please read the following instructions and all sections of the evaluation form before beginning. Both these instructions and the application form are available in Adobe PDF format on our website at:
www.nefa.org/grants_services/american_masterpieces_dance.

1. **You must mail to the above address one completed Evaluation Form for each grant, which includes a final budget section for expenditures associated with the presentation and the attached answers to the Narrative questions.** For series/festivals or collaborations, please approximate proportions of audience figures, expenses, etc. for each event for which NEFA funding directly applies.
2. **NEFA must be notified of any changes in the artistic 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." **If the fee is reduced, you must provide an explanation in writing either by e-mail or regular mail before your Evaluation is due (preferred) or in the answers to the Narrative questions when you submit your Evaluation. Reduction in the artistic fee may result in the reduction or cancellation of your grant award.** Artistic fees do not include in-kind contributions.
3. **You must include a signed and dated copy of the Contract/ Letter of Agreement (with printed name and title) between your organization and the artist(s) being presented if this was not supplied with your Application.** 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 engagement and (if applicable) residency, performance(s), workshop(s) and/or other related events.



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4. **You must submit a completed Receipt Form acknowledging your payment to the artist(s).** The form must be signed by an authorized representative of the artist(s) and by an authorized representative of your organization. Please notice that the form has 3 separate lines for the artist(s) to review and sign off on; **the artistic fee paid in cash, the cost of housing provided, and the cost of transporting the artist(s) to and from the engagement.** Please note that an artistic fee may be inclusive of these costs, but if housing and transportation is negotiated, outlined in the Contract, and paid for directly by the presenter, then this is the space to list these costs in. The 3 amounts combined on the receipt form **MUST** match the total artistic fee as it appears on your Application form, Contract with the artist(s), and the budget section in the Evaluation form. Please also note that check copies are not admissible as proof of payment. Receipts must be available upon request for any cost incurred by the organization for housing or transportation above and beyond the artistic fee.
5. **You must have acknowledged support from the New England Foundation for the Arts and the NEA as detailed on your application form and grant award letter, on all program and publicity materials (both in print and on the web).** Please highlight the required credit line and logos on these materials and send them along with your Evaluation form.
6. **You must send Letters of Appreciation to your U.S. congressional representative(s) as outlined in your award letter.** 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. A sample letter can be found on the last page of this packet.

**** Please note that you must mail this material within three weeks of the event or risk forfeiture of the grant and all pending NEFA grants. If you anticipate a delay in forwarding the completed report form and required materials within this time period, please contact AMD staff at 617.951.0010 x 524 (amd@nefa.org). When sending correspondence to NEFA pertaining to your grant, it must be labeled with your organization's name and the Application Number that appear on your grant award letter. Should any changes in the project, fees or budget occur, NEFA must be notified *in writing*. In the event of performance or program cancellation, the grant award will be withdrawn. Thank you for your cooperation in helping us to meet our obligations to our funding agency. Good luck with your presentation! ****



NEW ENGLAND FOUNDATION FOR THE ARTS

AMERICAN MASTERPIECES: DANCE TOURING GRANT RESERVED FUNDING EVALUATION

Required funding credit

The National Endowment for the Arts (NEA) and NEFA require that appropriate credit appear in all programs, advertising, publicity, and promotional materials. **Failure to credit the NEA, the American Masterpieces: Dance (AMD) program and NEFA will result in cancellation of your grant.**

REQUIRED CREDIT LINE:

The following credit line must be included, along with the National Endowment for the Arts (NEA) and New England Foundation for the Arts (NEFA) logos, in all printed and web-based materials related to this project:

“(Name of dance work) was made possible by the National Endowment for the Arts’ American Masterpieces: Dance initiative, administered by the New England Foundation for the Arts”

- Information regarding the NEA logo can be found on their website www.nea.gov at www.arts.gov/national/masterpieces/logo.html.
- In addition to the credit line above, the NEFA logo should be included whenever possible in all materials. The instructions for use, which were included in your initial award letter, are the following: You can download web and print-ready versions and usage guidelines at www.nefa.org/about/logo.html. The logo is meant to enhance (not replace) the credit language specified in this letter. When possible, please use both the credit language and the NEFA logo. If you have a website, you may credit NEFA by placing the NEFA logo and a link to NEFA on your website in addition to crediting the NEA by placing the NEA and AMD logo and a link to the NEA on your website.
- If you need assistance or would like suggestions regarding appropriate ways to use the logo or credit language, please contact NEFA Communications staff at 617.951.0010 x515 or abaisas@nefa.org.
- To obtain a copy of the AMD logo, it can be downloaded at www.arts.gov/national/masterpieces/logo.html. To obtain a copy of the NEA logo, please visit the NEA website at www.nea.gov.



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AMD Touring Grant Reserved Funding Evaluation

- **Please refer to Instructions**
- **Forms must be typed and not stapled**
- **Please keep a copy of all grant documents and forms for your records**
- **NEFA always welcomes photos and press clippings of funded events. You may include a CD or email photos to amd@nefa.org.**
- **Please include this signed cover sheet and sent it to the above address with the following forms:**

- Evaluation form, completed, signed and dated
- Answers to Evaluation Narrative questions
- Copies of program and publicity materials showing the required crediting
(Please highlight or flag)
- Copies of letters of appreciation to state and/or federal legislature
- Signed Receipt Form (NDP/AMD Only)
- Contract, signed and dated by both the artist and your organization
- IRS W-9 Form (irs.gov for current version)

I hereby certify that all of the facts, figures and representations made here are true and correct to the best of my knowledge and belief. (All documentation must be submitted prior to the payment of this grant)

Signature

Date

Name and Title (please print)

Organization

Application Number _____

For Office Use Only:

DRE



New England Foundation for the Arts American Masterpieces: Dance Touring Grant Reserved Funding Evaluation

1. General Information

a. Legal Name of **Presenting Organization**: _____
(Not applicable for production grants) AKA: _____

Contact Person: Last Name: _____ First Name: _____

Title: _____ Telephone: _____

Email: _____ Website: _____

Address of Organization: _____

City: _____ State: _____ Zip + 4: _____

b. Legal Name of **Payee** (if different): _____

Contact Person: Last Name: _____ First Name: _____

Title: _____ Telephone: _____

Email: _____ Website: _____

Address of Organization: _____

City: _____ State: _____ Zip + 4: _____

c. Legal Name of **Artist/Group**: _____

Performing Name of Artist/Group (if different): _____

Contact Person: Last Name: _____ First Name: _____

Title: _____ Telephone: _____

Email: _____ Website: _____

Address: _____

City: _____ State: _____ Zip + 4: _____

d. Name of **Artist Representative** (if applicable): _____

Contact Person: Last Name: _____ First Name: _____

Title: _____ Telephone: _____

Email: _____ Website: _____

Address: _____

City: _____ State: _____ Zip + 4: _____

2. Project Summary

a. Project Title: _____

Choreographer Name: _____

b. Beginning and ending dates of artist engagement: Beg: _____ End: _____

c. Were tickets sold to the performance(s)? Y N If yes, how many were sold? _____ At what price(s)? _____

d. Total number of artists, named above in item 1.c, directly involved in providing artistic services for this project: _____

e. Number of activities by artist in 1.c (Enter all that apply. Please discuss these activities and additional items in Narrative Section 5.):

# _____	Concerts/performances	# _____	Commission	# _____	Lecture-demonstration
# _____	Panel	# _____	Q&A	# _____	Podcast/Blog
# _____	Reception	# _____	Rehearsal	# _____	Training
# _____	TV/radio interview	# _____	Work in progress showing	# _____	Workshop

f. Audience participating in artist led activities noted in 2.e. (concerts, workshops, etc.)
Adults #: _____ Youth (18/under) #: _____ Older Adults (65/older) #: _____ **Overall Total #:** _____



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g. Arts education: Did this project include an organized and systematic educational effort with the primary goal of increasing an identified learner’s knowledge of and/or skills in the arts with measurable outcomes? (CHOOSE ONE)

01 50% or more of project’s activities are arts education directed to:

____ K-12 students ____ Higher education students ____ Pre-kindergarten ____ Adult learners

02 Less than 50% of project’s activities are arts education directed to:

____ K-12 students ____ Higher education students ____ Pre-kindergarten ____ Adult learners

99 None of this project involves arts education ____

3. Demographic Information

The following information will be used as part of a data collection process which documents state and regional arts agency grant-making activities nationwide, in compliance with a mandate from the National Assembly of State Arts Agencies. This information will be used to determine national trends in grantmaking and will not be considered during the grantmaking process. Use the letter/number codes from the following list when responding to the next two questions:

- N - Native American/Alaskan Native
- A - Asian
- B - African American/Black, not Hispanic
- H - Hispanic
- W - White, not Hispanic
- P - Pacific Islander/Native Hawaiian
- 99 - No single group

a. Please indicate the predominant racial characteristic of your organization. If at least half of your organization's staff OR at least half of your board of directors OR at least half of your members belong to one of the listed racial groups, then your organization is to be classified as that race. If none of these conditions apply, please classify your organization as "99-No single group."

Race Classification: _____

b. Please indicate if this project for which you received funding clearly emphasizes the culture or traditions of any one race. When responding to this question, use the following as guidelines: A project can be considered "clearly reflective of a culture or tradition" if it is: (a) a project in which the intent is to communicate the culture or traditions of a particular race, and/or (b) a project which is usually understood to be reflective of the culture or traditions of a particular race. If your project does not emphasize the culture or traditions of a single race, code it as "99-No single group."

Race Classification: _____

c. Did this project include any international activity (defined as: a) someone from your organization visiting another country, b) foreign artists visiting your state/organization, c) any component of cultural exchange, AND/OR d) linkages with artists or institutions in other countries.)?

Please check one: Yes No

d. Race classification of audience (Please give estimate percentages of the whole audience – for NEFA information purposes only):

- _____ N - Native American/Alaskan Native
- _____ A - Asian
- _____ B - African American/Black, not Hispanic
- _____ H - Hispanic
- _____ W - White, not Hispanic
- _____ P - Pacific Islander/Native Hawaiian
- _____ O - Other racial classification

How was this audience data collected?



NEW ENGLAND FOUNDATION FOR THE ARTS

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4. Touring Project Budget

Round to the nearest dollar; prorate for this project.
Do not combine figures for series/festival events.

a. Actual Expenses	
Artistic Fee (From Contract with artist)	
Artist Expense - Per diem	
Artist Expense - Accommodations	
Artist Expense - Travel	
1. Total Artistic Fees for group/artist listed on page 1 in item 1.c (Sum four lines above)	
Is this amount different from the original application amount? If so, please explain in Narrative Section 5	
2. Other Project Expenses (may include equipment rental, etc...)	
3. Space Rental	
4. Marketing/Publicity	
5. TOTAL CASH EXPENSES (Add lines 1-4)	
b. Actual In-Kind Contributions (cash value of all items and services donated to this project)	
c. Actual Revenue	
6. Admissions	
7. Corporate Contributions	
8. Foundations Grants	
9. Other Private Contributions	
10. Government Grants	
Federal	
State/Regional	
Local	
11. Other Revenue	
12. Applicant Cash/Contribution	
13. TOTAL APPLICANT REVENUE	
14. TOTAL NEFA Grant Award	
15. TOTAL REVENUE	
<i>Add lines 13+14. This amount must be greater than or equal to TOTAL CASH EXPENSES (line 5).</i>	



New England Foundation for the Arts American Masterpieces: Dance Touring Grant Reserved Funding Evaluation

5. Evaluation Narrative - Please attach two single sided 8½ x 11 pages with one-inch margins and font size of at least 11 point.

1. If you have not enclosed the required items listed on the checklist on page 1, please provide an explanation.
2. Describe the goals of the engagement, including performances, residencies, arts education activities and reaching underserved populations. To what degree were these goals met?
3. Did the engagement or its development process differ from what was described in the application submitted to NEFA (i.e. fewer/more activities, title, budget - including artistic fees, collaborators, timeline, etc.)? If so, how and why?
4. Describe the audience response and/or interaction with the project. Please include specific feedback you received from the community/ies. (i.e. stories, anecdotes)
5. What community connections/networking/partnerships developed from this project?
6. Was this project enhanced or extended through additional state or regional American Masterpieces funding?
7. Please describe working with this artist including effectiveness of the booking agent/tour coordinator, quality and availability of promotional materials and ease of production logistics.
8. Do you have a plan to increase dance programming at your venue? What are the challenges or resources needed to fulfill that plan?
9. In an effort to improve the administration of this grant and our service to you, we encourage your comments and suggestions regarding NEFA. Please provide feedback on items such as: staff services, availability and clarity of information and instructions, application processing and procedures, deadlines, etc.
10. How does your experience with NEFA compare to that with other funders?
11. Would you like to receive information about NEFA programs and services? The email you provide will be added to the mailing list for the program(s) you choose below.

<input type="checkbox"/> Creative Economy	<input type="checkbox"/> NEFA
<input type="checkbox"/> Dance	<input type="checkbox"/> Public Art
<input type="checkbox"/> MatchBook.org (online cultural marketplace)	<input type="checkbox"/> New England Presenting & Touring
<input type="checkbox"/> CultureCount (New England's cultural database)	<input type="checkbox"/> Native Arts



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Receipt Form

NEFA Application Number: FY____(last two digits of current year)-_____(5 digits long)

1. THIS SECTION TO BE COMPLETED BY THE ARTIST OR A REPRESENTATIVE OF THE ARTISTIC GROUP

(*The combination of these amounts must match the total artistic fee as it appears on your NEFA application form, contract with the performing group, composer, or artist, and Evaluation form.)

This is to verify that I have received \$_____Cash*

This is to verify that I have received services equal to \$_____Housing*

This is to verify that I have received services equal to \$_____Travel*

From: _____
(Legal name of presenter-Please print legibly)

For artistic services rendered on _____
(Dates of performances/presentation)

PERFORMING GROUP/ARTIST: _____

SIGNATURE OF ARTIST OR REPRESENTATIVE: _____

NAME: _____

DATE OF PAYMENT: _____
(Please print)

2. THIS SECTION TO BE COMPLETED BY THE PRESENTER

This is to verify that all services described on the New England Foundation for the Arts (NEFA) AMD Touring Grant Reserved Funding Application form, in connection with the artistic services of the above named performing group, composer or artist, have taken place.

PRESENTER: _____

SIGNATURE OF REPRESENTATIVE: _____

NAME: _____

DATE OF PAYMENT: _____
(Please print)

-
-
-

Presenter Letterhead

[Date]

[House or U.S. Representative or U.S. Senator]

Dear Sir or Madam:

I am writing to thank you for the federal government's support of a recent performance at [our organization] in [our city].

On [date of performance], [our organization] presented [artist]. [Artist]'s appearance was made possible by a grant from National Endowment for the Arts' American Masterpieces: Dance initiative, administered by the New England Foundation for the Arts.

[Artist] was in residence for X days. During that time they conducted [list activities]. The residency concluded with a performance at the [venue] on [date]. The performance included X pieces, ["name of piece," "name of piece" and "name of piece"].

[A paragraph about our organization explaining our programs and how the funds provided by the National Endowment for the Arts made that possible in the case of [artist].]

On behalf of [our organization] and [our community], I want to thank you in advance for whatever support you can continue to lend to the NEA.

Sincerely,

[Name]
[Job Title]