



Arkansas Arts Council

FY11 Arts on Tour Presenter Application/Contract - A

For events between July 1, 2010 and December 31, 2010 (Applications will not be accepted before April 1, 2010)

Organization Name: _____ EIN: _____

Contact Person: _____ Contact Phone: _____

Mailing Address: _____ City, State, Zip _____

Physical Address: _____ City, State, Zip _____

e-mail address: _____ DUNS #: _____

State Senator: _____ State Representative: _____

Artist/Producing Organization: _____

Artist's Contact Person: _____ Phone: _____

Event Date(s): _____ Event Site and City _____

The Arkansas Arts Council no longer requires a copy of the presenter's nonprofit certification. Indicate the organization's tax ID number (EIN) on the Presenter Application Form.

Since the Arts on Tour reimbursement includes federal money, all AOT applicants must provide their nine- digit DUNS Number (data universal numbering system) on the Presenter Application Form. The executive director, business manager, board treasurer, or accountant is likely to be able to provide the organization's DUNS number if it has one. Any organization (schools etc.) already receiving federal funds will have one. Additional information on how to obtain a DUNS number can be found on the following website:

<http://fedgov.dnb.com/webform/displayHomePage.do>

Arkansas Arts Council policy requires that in order to be reimbursed, presenters must showcase AOT artists and the event must be open to the public. Provide a brief description of the event and indicate how the artist is to be featured.

Organization Name: _____

AOT grants will reimburse 40 percent of the total artist fees listed in the Arts on Tour roster. Applications are processed on a first-come, first-served basis until the year's money is allocated. Each applicant is limited to a total of \$2,000 in reimbursements per year. If the engagement is scheduled between July 1, 2010, and December 31, 2010, the Arkansas Arts Council will begin accepting requests for reimbursement on April 1, 2010. If the engagement is scheduled between January 1, 2011, and June 30, 2011, the Arts Council will begin accepting reimbursement requests on October 1, 2010.

AOT roster fees are listed as separate figures for artist fees and technical costs, which include travel and lodging expenses. The total combined contract fee is the amount eligible for reimbursement. The roster fees are the maximum amounts allowable for Arts Council reimbursement. Presenters may negotiate a lower fee with the artist than the amount listed in the roster, but if a lower fee is agreed upon, the maximum reimbursement granted to the presenter will be 40 percent of the negotiated fee, up to \$2,000.

To obtain a reimbursement after the contracted event, the presenter must send the Arts Council proof of payment of the contract amount in addition to the appropriate invoice. This proof could be a copy of both sides of the cancelled check paid to the AOT artist at the conclusion of the event, or a copy of the check payment listed on a computerized bank statement. The presenter is responsible for paying all stipulated contract costs before receiving reimbursement from the Arkansas Arts Council.

Subsidy Calculation

a) Artist/producer Fee to be paid by presenter: \$ _____ Enter amount in box on line b) or \$2,000 (whichever
X .40* is lower) to determine subsidy:

b) \$ _____

➤ **By my signature below, I acknowledge that I have read and understand all eligibility and application requirements of the Arkansas Arts on Tour FY11 Guidelines.**

Signature of authorizing authority

Date

Name of authorizing official (please print)

Title of authorizing official

-Do not write below this line-



This presenter contract is approved and authorized by the signature below. The presenter will receive an invoice and evaluation form within 30 days prior to the scheduled event.

Authorizing Arkansas Arts Council signature

date