



Application ID

Application Type

Special Presenter Initiatives

Organization

Profile Information

The information included in this section is the profile information you provided when you registered for a SmartSimple account.

To edit your profile information, click the link below:

[Update Organization Profile](#)

You will need to refresh this page after you save any changes to your profile by selecting the **Save Draft** button.

Applicant Name

Organization Name:

Public Name or Doing Business As

The name you primarily use and are known by publicly (which may be different from your legal name). If you receive a grant from Mid Atlantic Arts, your Public Name will be used in any public-facing materials created by Mid Atlantic Arts, such as newsletters and mentions on our website.

Street Address

Street Address:

**Street Address
2/Apt/Suite:**



City:

State:

Zip:

Mailing Address (if different)

Mailing Address:

**Mailing Address
2/Apt/Suite:**

Mailing Address City:

Mailing Address State:

**Mailing Address
Zip/Postal Code:**

Additional Information

The information included in this section is part of your profile information.

To edit your profile information, click the link below:

[Update Organization Profile](#)

[Update Contact Profile](#)

You will need to refresh this page after you save any changes to your profile. You can do this by selecting Save Draft below.

Phone Number:

Website:



**Federal Employee
Identification Number
(FEIN):**

**SAM.gov Unique Entity ID
(SAM UEI):**

Contact Person

First Name:

Last Name:

Contact Title:

Contact Email:

Contact Phone Number:

Contact Phone Extension:

Current Season:

Last Season:

Two Seasons Ago:

Answer questions about your organization below. If part of a larger organization, college, or university, list the appropriate departmental or total public arts programming information only.

**Number of Full Time
Employees:**

**Number of Part Time
Employees:**



**Number of Programming
or Artistic Full Time
Employees:**

**Number of Programming
or Artistic Part Time
Employees:**

**Last completed fiscal
year:**

**Operating Budget
Revenue - Last Fiscal
Year:**

**Operating Budget
Expense - Last Fiscal
Year:**

**Operating Budget
Revenue - Current Fiscal
Year (est):**

**Operating Budget
Expense - Current Fiscal
Year (est):**

**Operating Budget
Revenue - Next Fiscal
Year (est):**

**Operating Budget
Expense - Next Fiscal
Year (est):**

**Does your organization
have an accumulated
deficit?:**

Use the space below to state the size of the deficit and how your organization plans to rectify it. Also explain any significant fluctuations in your annual budget from one year to the next.:

Were there any findings in your most recent financial or compliance audits relative to noncompliance with Federal statutes, regulations and terms and conditions of any grant awards?:

Describe the actions that have been taken to address the findings?:

Is your organization required to complete a Single Audit as mandated by the Federal government?:



Project

Name of Artist/Ensemble

Your Project Start Date

Enter the date of the first Project Activity here. If your project is recommended for funding, this date will be the beginning of your Project Period. Your project must take place between July 1, 2025 and June 30, 2026.

Your Project End Date

Enter the date of the first Project Activity here. If your project is recommended for funding, this date will be the beginning of your Project Period. Your project must take place between July 1, 2025 and June 30, 2026.

Number of days project activities are taking place within your community

Number of public performances in your community

Estimated ticket/admission pricing for public performances, if applicable

Projected audience attendance for public performance(s)

Number of community engagement activities

Projected number of participants for community engagement activities

Signed Letter of Agreement



Is the uploaded Letter of Agreement the final fully executed contract?

Artist Information

Contact Name

Contact Role

Contact Email

Artist/Ensemble City (not their agent or management)

Artist/Ensemble State (not their agent or management)

Artist/Ensemble Zip (not their agent or management)

Artist/Ensemble Country (not their agent or management)

Artist/Ensemble Website

Artist/Ensemble Photo

Please upload a photo of the Artist/Company. If your project is recommended for funding, this photo will be used by Mid Atlantic Arts as part of the program announcement. By uploading this photo, you give Mid Atlantic Arts permission to use the uploaded image in any and all publications, media and presentations for non-commercial use.

Please enter the photo credit for the attached photo.

Please enter a brief “Alt Text” visual description of the photo to create access for people who are blind or low vision.

Visit [this link](#) for information on writing Alt Text.

Work Samples

Work samples should reflect the work(s) proposed for the Special Presenter Initiatives project. Video of the proposed work is encouraged. If no video of the proposed works exists, please provide an alternative work sample that best displays the type of artistry that the proposed Artist/Company would share in your community.

Panelists will review two minutes of each work sample. Please indicate a two-minute time stamp for panelists to review if your sample is more than two minutes.

Work Sample 1

Title of Work

Date work was completed

If work is a traditional piece, simply note as such.

Name of composer, choreographer, playwright or director

If work is a traditional piece, simply note as such.

Engagements

Will this work be performed at the engagement(s)?

Brief description of work sample, including date of performance, name and location of performance venue, identification of principal artists, recording conditions (if applicable), and any background information that would be helpful for panelists to better understand the work represented on the sample.

Password, if applicable

When possible, links without a password are preferred.

Work Sample 1 URL

You must include the full URL address including the *https://*.
Please test the link after selecting **Save Draft** below.

Panelists will review two minutes of each work sample. If your sample is more than two minutes, please indicate the starting time of the two-minutes for panelists to review.

Please enter as hour : minute : seconds. e.g. if panelist should start viewing at 5 minutes and 15 seconds, enter 00:05:15

Flashing/Strobe Light Trigger Warning

If you submitted a video work sample, do the videos contain flashing or strobing lights? (If you did not upload a video work sample, select "No.")

Work Sample 2

Title of Work

Date work was completed

If work is a traditional piece, simply note as such.

Name of composer, choreographer, playwright or director

If work is a traditional piece, simply note as such.

Engagements

Will this work be performed at the engagement(s)?

Brief description of work sample, including date of performance, name and location of performance venue, identification of principal artists, recording conditions (if applicable), and any background information that would be helpful for panelists to better understand the work represented on the sample.

Password, if applicable

When possible, links without a password are preferred.

Work Sample 2 URL

You must include the full URL address including the *https://*.
Please test the link after selecting **Save Draft** below.

Panelists will review two minutes of each work sample. If your sample is more than two minutes, please indicate the starting time of the two-minutes for panelists to review.

Please enter as hour : minute : seconds. e.g. if panelist should start viewing at 5 minutes and 15 seconds, enter 00:05:15

Flashing/Strobe Light Trigger Warning

If you submitted a video work sample, do the videos contain flashing or strobing lights? (If you did not upload a video work sample, select "No.")

Narrative

Do you have a 3+ year history of presenting touring performing arts ensembles?

Please note that your organization does not need a presenting history, but those without a presenting history will be asked an additional narrative question describing their institutional plan for executing the project.

- Yes
- No

Your answers to the following questions will most strongly contribute to the reviewers' assessment of the project's mission impact as defined in the criteria:

What is your organization's mission statement? You may include your vision statement as well if desired. If your organization does not have a formal mission statement, use this space to let us know the "big picture" of what your organization does and why.

How does this project advance the mission (and vision, if applicable) that you described above?

Your answer to the following question and to the work samples will most strongly contribute to the reviewers' assessment of the project's artistry as defined in the criteria:

Briefly describe the planned performances and community engagement. What about the project's rigor in artistic practice and/or depth of exploration of ideas and social relevance excite you as a presenter?

Your answer to the following question will most strongly contribute to the reviewers' assessment of the project's access as defined in the criteria:

Describe how you will create access to the activities described above for underserved communities who have experienced systemic barriers to participation in the arts and cultures. Barriers to participation may include, but are not limited to, age, class, disability status, gender, geographic location, race, sexual orientation, or other factors

Project Activities

Your answer to the project activities tab will most strongly contribute to the reviewers' assessment of community benefit as defined in the criteria.

Please list, in chronological order, the activities and performances of the proposed engagement. A minimum of two activities must be listed, one of which must be a performance open to the public. For the public performance(s), please include the work(s) to be performed and a short description in the description box provided.

Budget

Please note: Each presenter may request a project support grant per application. A presenter may request the following:

- A fee subsidy up to 50% of the negotiated artist fee for the engagement, but not to exceed \$2,000.00 USD (Not to exceed \$5,000.00 USD for presenters based in the U.S. Virgin Islands and Puerto Rico) and no less than \$750.00 USD, plus:
- Other eligible expenses of no more than \$2,000.00 USD to support direct project expenses including, but not limited to, program staff salary, direct technical personnel fees, audience development, marketing and promotional expenses, project-specific purchases or consulting related to increasing access for artists with disabilities, 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 .

Funding requests must meet the following requirements:

- Funding awarded by Mid Atlantic Arts is restricted to the specific, direct costs of the project, as detailed above, and may not be used for indirect costs, including funding for the presenter capacity support amount.
- Grants 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.

This page should outline your expenses and income for this artist engagement.

You will need to hit **Save Draft** for the form to calculate the subtotals and totals.

Project Expenses

Negotiated Artist Fee:

Other Eligible Expenses



**Administrative
Personnel:**

Technical Personnel:

**Community Engagement
Activities:**

Equipment Rental:

**Artist-related travel and
lodging:**

**Accessibility-related
expenses:**

**Subtotal Other Eligible
Expenses:**

Other Project Expenses

Other Expense(s):

**If providing a total of
other expenses in the
field above, please briefly
describe the expenses
here:**

Total Project Cash Expenses

Project Income

**Ticket Sales
(performance):**



Admissions (other activities):

Concession Sales:

Grant Request

Fee Subsidy Request: 50% of Negotiated Artist Fee, and no more than \$2,000 for DC, DE, WV presenters, or \$5,000 for USVI and PR presenters

Additional Project Expense: 100% of Subtotal Other Eligible Expenses, and no more than \$2,000

The Maximum Fee Subsidy and Additional Project Expense request amounts are auto-populated based on your expenses . Press **Save Draft** after completing your budget expenses to view the auto-populated maximums for these sections.

Maximum Fee Subsidy Request Amount:

Fee Subsidy Request:

Maximum Other Eligible Expenses Request:

Other Eligible Expenses request:

Total Grant Request:

Describe the source(s) and amount(s) of any in-kind contributions (donated goods or services) related specifically to this project. Do not include in-kind contributions in the income or expense sections of the project budget.

In-kind contributions may not go toward the 1:1 cash match requirement for this program.

Use the space provided to provide explanations on any budget line items, if necessary.



Artist Consent

Have you had the opportunity to share the specific plans and activities of this proposal to the artist and the artist representative?

Note: A transparent communication of the plans and activities in the proposal to the artist is highly encouraged.

Additional comments and/or summary of conversation between presenter and Artist/ Artist Representative to date.

For Our Records

Some of the information included in the **For Our Records** tab is part of your profile information.

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Organization Legal Status

Organization Institution

Organization Discipline

Project Discipline

Pick the National Standard for Arts Information Exchange (National Standard) data code that describes the discipline of your project.

In selecting disciplines, please observe the following definitions:

Folk/Traditional Arts: Pertaining to oral, customary, material & performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups.

Multi-disciplinary: Pertaining to two or more of the art disciplines above.

For further definitions of some of the codes, you can visit: https://nasaa-arts.org/nasaa_research/quick-easy-guide-fdr-definitions-codes/

For an explanation of the National Standard and it's history, you can visit: <https://nasaa-arts.org/research/federal-reporting/about-the-national-standard/>

Demographics

This data will help us understand who we are currently reaching and how we can serve communities more effectively.

This demographic information will not impact the review of your application.

Staff Racial/Ethnicity Characteristics

Board Racial/Ethnicity Characteristics

Certification

Certification & Statement of Assurances

By submitting this application, the applicant agrees to comply with the following Federal statutes and regulations. If you are unfamiliar with these statutes, we have provided a brief summary and links to the respective source information. Applicants will receive a copy of this text, including links, with your completed application.

- **Non-Discrimination:**

- **Title VI of the Civil Rights Act of 1964, as amended**, and implemented by the National Endowment for the Arts in [Title 45 Part 1110 in Electronic Code of Federal Regulations e-CFR \(45 USC 1110\)](#) provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency in [Title 42 Chapter 21, Subchapter 5 of the United State Code \(42 USC 2000d et seq.\)](#).
- **As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** clarifies that national origin discrimination includes discrimination on the basis of limited English proficiency (LEP).
- **Title IX of the Education Amendments of 1972, as amended**, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance. More information can be found in [Title 20, Chapter 38 of the United States Code \(20 USC 1681 et seq.\)](#).
- **Section 504 of the Rehabilitation Act of 1973, as amended**, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. More information can be found in [Title 29, Chapter 16, Subchapter 16 of the the United States Code \(29 USC 794\)](#).
- **The Age Discrimination Act of 1975, as amended**, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. More information can be found in [Title 42m, Chapter 76 of the United States Code \(42 USC6101 et seq.\)](#).
- **The Americans with Disabilities Act of 1990 (ADA), as amended**, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II);

and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213). More information can be found [in Title 42, Chapter 126 of the United States Code \(42 USC 12101-12213\)](#).

- **The National Environmental Policy Act (NEPA), as amended**, applies to any Federal funds that would support an activity that may have environmental implications. More information can be found [in Title 42, Chapter 55, Subchapter of the United States Code \(42 USC 4332\)](#).
- **The National Historic Preservation Act (NHPA) of 1966, as amended**, applies to any Federal funds that would support either the planning or major renovation of any structure eligible for or on the National Register of Historic Places, in accordance with Section 106. More information can be found [on the Advisory Council on Historic Preservation's website](#).
- **The Native American Graves Protection and Repatriation Act of 1990**, applies to any organization that controls or possesses Native American human remains and associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act. More information can be found [in Title 25, Chapter 32 of the United States Code \(25 USC 3001 et seq.\)](#).
- **Federal Travel Requirements:** Any air travel directly paid in whole or in part with this grant must follow the provisions of the Fly America Act. More information can be found [in Title 41, Part 301, Sections 10.131 through 10.413 of the Code of Federal Regulations](#).
- **U.S. Constitution Education Program:** Educational institutions (including but not limited to "local educational agencies" and "institutions of higher education") receiving Federal funds from any agency are required to provide an educational program on the U.S. Constitution on September 17 (P.L. 108-447, Division J, Sec. 111(b)).
- Allowable costs must comply with OMB Uniform Guidance (2 CFR 200): Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. More information can be found [here](#).
- The applicant must also comply with the following statutes regulating lobbying with appropriated monies: Title 18 USC (United States Code) Section 1913, Sec 319 of Public Law 101 – 121 Certification regarding lobbying, etc., 2 CFR 200.450 OMB Uniform Guidance and Title 45 CFR (Code of Federal Regulations) Part 1158. More information can be found [in the United States Code, here, in the United States Code](#), and [here](#).

Acknowledgement

I agree that by entering my name in the field below and submitting the data in this application, I certify that this organization meets all eligibility requirements and that all information contained in the submitted application and its attachments is accurate or represent a reasonable estimate of future operations based on information available at the time of submission. I further certify that, in line with Subpart C of 2 CFR 180, as adopted by the NEA in 2 CFR 32.3254, neither this organization nor any of its principles is presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in Mid Atlantic Arts' programs by any federal or state department or agency, nor is delinquent in the repayment of any federal debt. I further certify that this application has been duly authorized by the governing body of the applicant and that I have the authority to execute the application on its behalf.



Name of Organization

Name of Authorizing Official

Title of Authorizing Official

Phone Number of Authorizing Official

Email of Authorizing Official
