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I. GENERAL INFORMATION

Roster Description

The [Touring Artists Roster \(TAR\)](#) is an adjudicated listing of qualified Georgia artists who offer arts programming that is available for touring. Individual Georgia artists and/or artist groups in all performance disciplines (dance, music, theatre, and multi- or inter-disciplinary) are eligible to apply.

To increase opportunities for Georgia artists to obtain successful touring engagements, GCA makes this roster available on its website; promoting Georgia artists to the public, community arts councils, Grassroots Arts Program sub-grantees, and other presenting organizations in Georgia, as well as through the Performing Arts Exchange's annual conference for national presenters. Additionally, an appointment to TAR secures GCA's nomination of the individual or group artists to the Southern Arts Federation's [SouthernArtistry.org](#). Though success in being placed on TAR does not guarantee bookings, it is an effective marketing tool.

Who Should Apply

TAR is open to individual and group artists in all arts disciplines whose work is appropriate to tour.

Individual artists must be residents of Georgia on the application date and throughout their term on the TAR.

- Group artists must be based in Georgia and at least 50% of their members must be legal residents of Georgia. If the group is not incorporated, a legal resident of Georgia who is authorized to represent the group must sign the application.
- Applicants may not be full-time students either on the date of the application or at any time throughout their term on the TAR.

Funding Request

There is no direct monetary award associated with inclusion on the Roster, but GCA promotes and markets it to schools, arts organizations, presenters and others, providing grant support to hire GCA-certified touring artists. Funding to support projects that hire artists and/or arts organizations from GCA's Touring Artists Roster is available through the [Project Grant – Touring](#).

The application is for a three-year term on TAR. A Final Report consisting of an updated Profile Form is required each year an artist is on

TAR. However, after three years, the applicant must complete an abbreviated **TAR Renewal Form** for GCA review and continuation on the roster.

Note: GCA reserves the right to require a member of **TAR** to re-qualify for any reason before the three-year term ends, if circumstances warrant. No continuation forms are required in Years 2 & 3. It is up to the applicant to remember when a renewal application is required

Application Process

GCA's new [e-GRANT SYSTEM](#) provides the data entry point for **e-Grant**, as well as the uploading of the **Grant Proposal Package**, which includes the **Application Forms** and **Required Attachments**.

The last part of this package, the Support Materials must be submitted to GCA, mailed or hand delivered by the stated deadline.

A complete **Grant Proposal Package** will contain the following:

- **e-Grant**, sections I & II
- **Touring Artists Roster (TAR) Grant Form**
- Grant Narrative
- **Touring Artists Roster (TAR) Profile Form**
- Required Attachments (see pg. 6)
- **Touring Artists Roster (TAR) Application Checklist**
- Support Materials

For line-by-line instructions on how to fill out **e-Grant**, step-by-step instructions for submission through the new **e-GRANT SYSTEM** and Frequently Asked Questions, visit the **e-Grant** section of the GCA Website.

Deadline

The complete TAR Grant application is due January 26, 2009.

- All components of the Application Package: **e-Grant**, sections I&II, **TAR Grant Forms**, Grant Narrative, & all Required Attachments must be uploaded through the **e-GRANT SYSTEM** no later than 4:45 PM on January 26th
- Support Materials must be postmarked by or hand-delivered to GCA office no later than close-of -business (4:45pm) on January 26th

II. FUNDING CRITERIA

The appropriate discipline-specific panel will review the application. Panelists will use the funding criteria to evaluate and score all eligible

FY2010 applications. The following FY2010 criteria will be judged according to information provided in the TAR Application, including but not limited to: Grant Narrative, Touring History, and Support Materials.

1. Organizational Capacity (30 Points)

- a. Management: (12 points) Has the applicant demonstrated the management ability to conduct the proposed tour(s) successfully?
- b. Fee Description: (6 points) Do fees appropriately represent the scope and artistic quality of the touring program(s), community outreach, residency and/or educational program(s)?
- c. Press Kit/Promotional Materials: (12 points) Are well-produced promotional materials provided for the presenter?

2. Artistic Excellence (40 Points)

Does the artist have the qualifications and experience to present the proposed program? Does the work sample provided show high quality work by the artist?

3. Community/ Educational Outreach (30 Points)

Do the community/educational outreach programs give audiences a better understanding of the art form?

III. APPLICATION INSTRUCTIONS

A complete **Grant Proposal Package** requires the electronic submission of all of the following through GCA's new **e-GRANT SYSTEM**:

- ***e-Grant***, sections I&II
- ***TAR Grant Form***
- Grant Narrative
- ***TAR Profile Form***
- Required Attachments (see page 6)
- ***TAR Application Checklist***

The last part of this package, the Support Materials must be submitted to GCA, mailed or hand delivered by the stated deadline.

Instructions for completing each item of the **Grant Proposal Package** are explained in detail below. Please be sure to read and complete each section as instructed. Remember, applicants must complete and submit the

Forms found at the end of this document. Step-by-step instructions for submission through the new **e-GRANT SYSTEM** and Frequently Asked Questions can be located in the *e-Grant* section of the GCA Website.

e-Grant

TAR applicants are required to complete sections I-II in *e-Grant*. For line-by-line instructions on how to fill out *e-Grant*, visit the *e-Grant* section of the GCA Website.

Grant Narrative

The Grant Proposal Narrative provides an excellent opportunity for the applicant to demonstrate the applicant's organizational strengths and programming excellence to the Peer Review Panel.

There are three topics to be discussed in the Grant Narrative: Organizational Capacity, Artistic Excellence, and Community Impact. Some topics have multiple sub-questions; all questions must be answered. To complete the narrative correctly, follow these instructions:

- The application narrative must not exceed eight sheets of 8.5 x 11 paper, these must be uploaded to the new e-GRANT SYSTEM
- All narratives must be typed. Use a font that is no smaller than 12-point type and easy to read; do not use an italic font
- The footer for each page must be in the lower left-hand corner and must read: *TAR Grant Narrative, Applicant Name, and page number*
- Avoid technical terminology or abbreviations that a reader may not be familiar with unless a definition is provided
- Be certain to answer every FY2010 narrative question below; applications that have neglected to answer all of the narrative questions will be deemed ineligible

1. Organizational Capacity

- a. Management: Discuss the artist or the artist's management's experience handling tour or program arrangements.
- b. Fees Description: List each touring program (i.e., performance, workshop, residency, etc.) For each, describe the program and list the fee.

2. Artistic Excellence

Discuss the qualifications and experience of the artist(s) involved.

3. Community/Educational Outreach

Describe any community, residency and/or educational outreach program(s) that are offered in addition to the proposed program. Discuss how these programs give audience members a better understanding of the art form.

**Grant Forms &
Required Attachments**

In addition to filling in the required data fields in *e-Grant*, applicants are required to complete the *Forms* at the end of this document and provide the items detailed below. These documents must be among the components in the Grant Proposal Package that is uploaded to the new **e-GRANT SYSTEM**.

FORMS:

- **TAR Grant Form**
- **TAR Profile Form**
- **TAR Grant Application Checklist**
- **TAR Presenter Reference Forms:** Submit three *Presenter Reference Forms* from different presenters and/or arts organizations that have presented the applicant within the past three years. Two of the three presenter reference forms must be completed by Georgia-based presenters. The third reference form may be from an out-of-state presenter. Direct the presenters to send their forms directly to GCA; do not include them in your application package. Though the Forms must be mailed by each presenter, rather than by the applicant, they are a requirement of the grant, and if not received by the deadline, the application will be deemed ineligible. Reference forms must be postmarked no later than January 26, 2008. Faxed and e-mailed reference forms will not be accepted.

REQUIRED ATTACHMENTS:

Title each sheet of paper in the lower left hand corner: *TAR New Applicant Required Attachments*, followed by *Applicant Name* and the page number. All elements of the **Grant Proposal Package** are to be grouped and uploaded as outlined on the TAR Checklist. Where indicated, place the Required Attachments at the end of the Narrative and add the appropriate page number.

Resumes: Attachment A

Provide a resume(s) for the artist(s) and for any person who will play a significant artistic or administrative role in the artist's touring efforts. Each resume should be no longer than one page.

Three-Year Touring History: Attachment A

On no more than two sheets of paper (8.5 x 11), provide a sampling of those entities (governments, presenters, arts organizations, civic groups, etc.) that have presented the applicant within the past three years. List the entities' names and locations. List the Georgia organizations first, and then provide listings from outside the state.

Board of Directors List (*Corporate Artists Groups only*): Attachment A
For each member of the organization's governing board, provide the name, corporate, business, or community affiliation and title, mailing address, workday telephone number, and ethnic demographic. Also provide official board titles for board members, such as Chairman.

Georgia Certificate of Incorporation Annual Registration (*Corporate artists/artists groups only*): Attachment C
Include a copy of the organization's current Georgia Certificate of Incorporation Annual Registration. To download proof of the most recent registration, go to the [Secretary of State website](#). This is the only acceptable proof of registration status.

First-Time Applicant (*Corporate Artists Groups only*): Attachment C
Submit along with a complete *TAR Application Package*, a copy of the organization's Internal Revenue Services letter indicating 501(c) 3 Federal Tax Exempt Status, and a copy of the organization's bylaws if the artist group is incorporated as a nonprofit.

Applicants using a Parent Organization's 501(c) 3 Status (*Corporate Artists Only*): Attachment C
Along with the items detailed above, applicants using a parent organization's 501(c) 3 *umbrella* status must also include a letter from the parent organization's Board Chair stating that the applicant organization is authorized to use the 501(c) 3 status of the parent organization.

Support Materials

Support Materials are required of all TAR applicants. A *Grant Proposal Package* submitted without the required Support Materials will be deemed ineligible for review. Support Materials are an essential component of the application, and are taken seriously by the Peer Review Panel as a demonstration of the applicant's artistic excellence and/or organizational capacity.

Acceptable support material content includes still images, videos, music, promotional materials, programs and/or published reviews. All Support Materials must be submitted to GCA, mailed or hand delivered by the stated deadline.

Letters of support or testimonials are not acceptable as support materials and should not be included. The review panel will be instructed to disregard them.

NOTE: All Support Material (documents, photographs, and electronic media) submitted with the Application and Final Report becomes part of the official record of the contract with the State of Georgia. GCA will use these as promotional collateral, crediting the organization when used. Support Materials should be submitted in the media that best represents the discipline, such as audio format for music, video format for presenters, and craft/visual arts through photographs or images on a CD. If the applicant does not want its Support Material so used, it must provide a self-addressed, stamped envelope for return of the materials.

INSTRUCTIONS FOR SUBMISSION:

To submit Support Materials correctly as part of the *Grant Proposal Package*, follow these instructions:

- Panelists have 5 minutes to review Support Materials; do not send more material than can be reasonably reviewed during this time limit
- Read the required Support Materials section for the project's primary artistic discipline below
- Label each piece of Support Material submitted with the grant category and applicant name
- Attach all Support Material together, either in a separate envelope or held together with a bracket clip or rubber band
- If submitting a DVD, CD or VHS, the material should be of good production quality and may be of any length; however, the Peer Review Panel is provided a maximum of **five minutes to view or listen** to all A/V materials.
- Cue all materials as appropriate
- Include a cover sheet listing each piece of Support Material. Include on this sheet recommendations for the best sampling of work to review for audio/visual materials.
- If the applicant would like the materials returned, please make a note of this on the cover sheet and include a self-addressed stamped envelope with adequate postage to cover the cost of mailing materials back to applicants (GCA will not fund this expense)

Required Support Materials

The following are required of all applicants, regardless of discipline:

- a. Press Kit/Promotional Materials: Provide samples of the press kit/promotional materials that will be provided to the presenting organization. Include a variety for different media and purposes.
- b. Education/Community Outreach Materials: Provide samples of residency/community outreach materials (i.e., study guides, educational materials, script outlines) that will be distributed or used in the community outreach programming.
- c. **TAR Publication Artist Photos**
As a mandatory component of the TAR Support Materials, the applicant must submit two photos of the artist/group for use in the Touring Artist Roster publication and website. Applicants are encouraged to select photos that have a dynamic representation of the artist/group and the art form specified in the application. These photos must be uploaded to the **E-GRANT SYSTEM**.
Artist photos must meet the following criteria:
 - Minimum 300 dpi resolution
 - Minimum 4.5" x 6" image size
 - Images must be taken within the past year
 - Black and White preferred, high contrast color photos acceptable
- d. Submit a **representative sampling** of programs, brochures, newsletters, press clippings and/or other printed materials
- e. Submit specific instructions for A/V material review; **panelists have only 5 minutes to review this material**
- f. Label each piece of support material submitted

REQUIRED SUPPORT MATERIALS BY DISCIPLINE

The following Support Materials are required from each discipline-specific artist or organization:

DANCE

Submit a performance DVD/VHS of up to three productions performed within the last two years. If a company is applying, the videotape should feature the company and its solo artists, not guest artists. If possible, provide a variety of performance clips from each of the three productions.

On a cover sheet submitted with the videotape, provide the name of each production, date and location of performance, the name of the choreographer, and a brief description of each production.

MUSIC

Submit a CD or DVD of up to three performances from the last two years. Recordings of orchestras should feature the orchestra, not choral groups or soloists. Opera companies should submit a DVD/ VHS including a segment featuring the chorus. On a cover sheet provide the name, date and location of the performance. List the specific tracks that the panelists should hear. Then for each track, provide the name of each piece performed and the name of the composer.

THEATRE

Submit a total of ten photographs or digital images from at least three dress rehearsals or performances within the last two years. NOTE: Videotapes will not be accepted due to copyright restrictions. For photographs, label the back of each photograph with the applicant name, name of the performance, name of the playwright, and the date and location. For CDs of digital images, submit a cover sheet with the applicant name, name of the performance, name of the playwright, date and location

INTERDISCIPLINARY

Using the requirements above, assemble the Support Material to reflect the multiple arts disciplines employed in touring.

!Click [here](#) for a MSWord version of this form!

Applicant Status: - Choose One -

Artist/Group Professional Name:

Organization Name DBA:

Contact Information

NOTE: For an Artist Group, provide the Contact Information, Legal Assurances for the Georgia resident responsible for bookings and other arrangements, which may be an artist part of the group, consultant, or an agent. All GCA correspondence with the applicant, including award announcements and contract compliance information will be mailed to the person listed in the Contact Information field

Name legal:

Daytime/Cell Phone:

Home Phone:

Mailing Address:

Apartment #:

City:

Zip:

County:

E-mail:

Website:

FEIN#:

SSN#:

NOTE: For an Incorporated Artist Group, provide the Federal Employer Identification Number (FEIN). For a non-Incorporated Artist or Artist Group or an Individual Artist, provide the Social Security Number (SSN) of the person entered in the Name legal field above.

Legal Assurances

This application requires two different signatures by the organization's leadership in blue ink. The individuals signing this application must receive mail at different addresses. With their signatures, each affirms: ***"I certify that the information in this application is true and correct to the best of my knowledge. I understand that the application and all other required application attachments are public record and open to public inspection."***

Signature*:

Date:

* GCA will accept either an electronic signature, or type a back slash (\) followed by Legal Name

PROFESSIONAL NAME: _____

Artist, Artist Group or Organization name as you would like it to appear in the roster publication

ARTISTIC DISCIPLINE: _____ - choose one - _____

SHORT DESCRIPTION: _____

1-5 word description of the predominant work produced by the artist/artist group. EXAMPLE: "storyteller and singer," or "traditional Chinese dance."

BOOKING INFORMATION

Contact Name: _____ **Title:** _____

Phone: () - x email: _____

Website _____

PROGRAMMING & FEE RANGE(S): *List each program that you offer along with the fee or fee range. For example, "Performance- \$500, Singing workshop for elementary school students, \$500-\$750, Master Class- \$50 per hour."*

ARTIST PROFILE DESCRIPTION: *Please briefly describe your work on a separate sheet of paper or in the space provided below. Presenters are potential customers, "shopping" for performers. Keeping this in mind, compose your Artistic Profile. Provide as much relevant information as possible, but do not exceed 500 characters.*

In the right-hand column below, enter the details required for a high-quality performance and/or demonstration. If the technical item is not required, enter “*Not Applicable*”. If technical requirements vary significantly with different programs offered, enter the minimum requirements followed by “*To Be Discussed*”.

PERFORMANCE	
Technical Item	Requirements for Performance
Minimum Stage Dimensions	
Stage Set <i>(Include chairs, risers, music stands, etc.)</i>	
Audio Support Equipment	
Visual Support Equipment	
Lighting	
Rehearsal Space <i>(If different from performance space)</i>	
Piano <i>(Include pitch specifications., i.e., A-440)</i>	
Other	
Other	

Be sure to accomplish each item on this Checklist by the deadline.

- Review [FY2010 Application and Contract Compliance Guidelines](#)
- Complete the following in e-Grant, but do not submit until the entire *Grant Proposal Package* is ready for electronic submission
 - Section I-II

Group the following elements, in the order presented, into the three (3) documents outlined below. Each of the three (3) documents must be uploaded to the new e-GRANT SYSTEM prior to submission. All documents must be in MS Word, Rich Text or MS Excel format.

Attachment A: Microsoft Word/Rich Text Documents

- TAR Grant Form**
- Grant Narrative
- TAR Profile Form**
- Resume
- Three-Year Touring History
- Board of Directors List (*Touring Organizations/ Artists Groups only*)
- TAR Application Checklist**

Attachment B: Annual Registration (*Touring Organizations/ Artists Groups only*), attach from Secretary of State Website

- Copy of Georgia Certificate of Incorporation Annual Registration

- Mail the following to GCA, 260 14th Street, Atlanta, GA 30309**
 - One set of required Support Materials with a one-page listing of all Support Materials enclosed
 - A self-addressed stamped envelope with proper postage, if applicant would like the Support Materials returned
 - Three **Presenter Reference Forms** (Form follows this checklist) sent directly to GCA by Reference

SECTION – I (To be completed by the Applicant)

Artist/Artist Group Name (Applicant)

Contact Name: _____ Phone: _____
 (if different)

Presenting Organization Name (Reference)

Contact Name: _____ Phone: _____

SECTION – II (To be completed by the Presenting Organization)

The individual or group listed above has applied to be included on GCA’s Touring Artist Roster. To be included on the Roster, applicants are selected by a Peer Review Panel and must demonstrate artistic excellence and successful tour management. GCA requires that the applicant submit three (3) references as part of the application. If you are unable to serve as a Reference for this applicant, please let the applicant know **immediately** so that another Reference may be requested. Please complete this Form, sign it, and forward it to the GCA office. **This Form must be postmarked by January 26, 2009 or hand-delivered to GCA offices no later than 4:45 PM on January 26, 2009.**

PERFORMANCE/PRESENTATION INFORMATION:

Date of Most Recent Performance/Presentation: _____

Location of Performance/Presentation: _____
 Name of Facility & City

Type of Performance: _____

Type of Community Outreach: _____
 workshops, school programs, special programs, etc.

EVALUATION: Please check a rating for each criterion below or if not applicable, check NA.

	Poor	Fair	Good	Excellent	N/A
1. Program Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Artistic Merit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Audience Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Promotional Materials (if provided by applicant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Community Outreach Materials (if provided by applicant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTARY: (For every “Poor” rating selected above, provide an explanation. Begin the explanation with the criterion number followed by the criterion (i.e., #1 Program Quality). Other comments concerning the applicant’s artistic excellence and successful tour management are welcome. Attach additional sheets of paper, if necessary)

Signature: _____

Title: _____ **Date:** _____