TourWEST

Frequently Asked Questions

- **Eligibility**
- **Program Requirements**
- **Application Process**
- **Budget**
- **Project**
- **Work Samples & Supplemental Materials**
- **Final Reporting**
- **TourWest Timeline**
- **General Grantwriting Tips**

Eligibility

What is the "equivalent" of a 501(c)(3)?

- Only 501(c)(3) nonprofit organizations, units of state or local government, institutions of higher education, or federally-recognized Indian tribal governments are eligible to receive funds subgranted through an Arts Endowment award.

Can a non-501(c)(3) organization apply through a fiscal sponsor?

- No

Does a festival qualify for TourWest funds?

- Only if they are an incorporated nonprofit per the definition above. Refer the Guidelines + Review Criteria tab for additional information on festival.

What is an "underserved" audience/community?

- "Underserved" refers to racially/ethnically/linguistically minoritized groups, those facing socio-economic and/or educational challenges, disability communities or communities that geographically isolated or have limited access to arts. In many cases, the underserved need will be a combination of the above. Within this broad definition, applicants are asked to specify their own underserved constituencies.

Program Requirements

Click here to see what activities qualify as educational outreach.

Application Process

I am the grant writer for more than one organization, do I have to register more than once?

- Yes. Profiles are based upon each unique organization and its EIN number, NOT the primary contact or grant writer an organization shares. Each organization should have its own profile.

Can I use the same password for multiple user accounts?

- Yes. Usernames have to be unique but password can be the same.

Can I save my work and come back to it later?

- Yes. At the bottom of each application page is a Save button. If you click on the Save button as you work on the application, your data will be saved.

Can I print a copy of my application?

- Yes, under Current Programs and Applications, you will see your application listed by ID number. There you will find a View PDF link. if you click on that link, you can download a PDF file of your application for printing. The application also offers a "Print to PDF" option.

What is the application period?

- Mid-January through April 1, 2020 for projects occurring between September 1, 2020 to August 30, 2021.

Do you have technical support available?

- Yes, during office hours: Monday through Friday, 8:30 AM - 4:30 PM. Mountain Time at 303.629.1166 or tourwest@westaf.org.

Do you provide one-on-one assistance?

- Yes, by appointment.

Will you review my grant application?

- You can request a draft review up to two weeks prior to the application deadline.

Will you accept an email for a letter of intent/agreement?

- Yes. See below.

What information needs to be included in the letter of intent/agreement?

- Date of engagement, who the artist is, where artist is based/comes from, and negotiated artistic fee.

Can you offer a deadline extension for extenuating circumstances?

- No. TourWest applicants have more than 10 weeks to submit an application. Over 300 applicants have been able to get their application in on time.

When do you make your funding decisions?

- It takes about 7-10 days for WESTAF to process the applications for eligibility. Then, we will send the materials to the panelists for review. They have 4-5 weeks to review the applications. The panelists will then discuss the grants as a group and make final funding recommendations by mid- to late-May. Once the

panel has made its recommendations, they are approved by the WESTAF Executive Committee. Most grant notifications will be sent out by the first week of June.

Budget

Do you include TourWest awards in Project Cash Income?

- Please do not include your award. Your budget can show a deficit or surplus.

Do I include in-kind contributions in Total Project Expenses?

- No, please keep in-kind as a separate line item. There is a separate field for this on GO Smart.

Is the current budget a projection of our current year's budget?

- Operational Budget is last year actual, current year actual, and proposed year. Project budget is the budget for the performance WESTAF is funding so it will be proposed, not actual. You will confirm actual numbers in the final report.

Should Operating Budget include in-kind contributions?

- Yes.

If my organization is a subsidiary of a larger organization (i.e., a University department), should I use my subsidiary's operational budget or the larger organization's budget?

- Please use your department/subsidiary budget for the operational budget. However, project budgets should be based on the full project cost.

Should Project Budget show the "lack" of a TourWest grant (indicating that there is a financial need for this grant)?

- This is not required. We know that there is a need for these funds. You can have a balanced budget without the TourWest funds and still be eligible for funding.

Project

Do panelists measure engagement by the number of people reached by the engagement/outreach efforts?

- No, they assess the engagement based upon the potential impact of the outreach. The outreach can be in-depth, or reach a broad audience. Either will work, as long as it connects to the program goals of expanding new audiences and engaging the community. For example, you can have a master class for a few students, or bus in a large group of students for a performance and workshop. A successful outreach effort must have an educational component--a school matinee does NOT count on its own. It must be separate from the actual public performance--a reception before or a talk-back after a performance do not count as outreach because they are not expanding your audience. You should look at outreach as an opportunity to engage your community and garner strong community participation. Many of the panelists look at the quality of your community participation as an aspect of outreach.

Can I receive funding for a guest artist/conductor/choreographer?

- Guest artists, conductors, and choreographers are not eligible to receive funding. TourWest is a National Endowment for the Arts regional touring program and can only fund Touring performances, thus the artist must be from out of state from the presenter who is booking the artist. The grant funds cannot be used for a performance of a local artist or performance of local artists with non local artists.

Can I offer an outreach program that focuses on an age range other than youth?

- Yes. TourWest has funded outreach programs for senior citizens, service men and women, and others. The outreach effort must include an educational component or a workshop that addresses the needs of the group selected.

Are veterans, elders, people with disabilities, or economically disadvantaged groups considered underserved?

- Yes. You need to make the argument for why the group you have selected is underserved.

Does educational outreach have to include school programs?

- No. Outreach efforts can target any group or demographic, but they have to have an educational component.

Should I list all of the cities/towns that are being served by the project/organization?

- Yes.

There are two public performances/outreach efforts at two different locations. Should I list both?

- Yes, but be clear which one is considered for the public performance and which one is the outreach. The public performance has to be open to the public, not just the outreach audience.

Work Samples & Supplemental Materials
Guidelines can be found in the Work Samples section of the application as well as step-by-step instructions for uploading media files and attaching them to your application here.

Can I use a sample another applicant uploaded to their application?

- You can share samples, however, you need to have the same sample uploaded to your application. Please ask the other applicant to send you the media files so that you can upload it to your account.

Can I add more than one minute of each audio/video sample?

- Yes, but it the panel is unlikely to review it. You must submit two one-minute clips. Panelists are only mandated to watch the first minute of each clip, and may not review more.

Do the panelists make decisions based on the quality of the media samples?

- Media files are an extremely important part of the application. It is your opportunity to put the best foot forward for your artists' work. If the sample has terrible sound, is jumpy, or is a montage, the panelists will have a difficult time in judging the artistic merit of your artist. Panelists must try to make decisions on artistic

merit based upon the work samples you send, so please work with your artist or artist management to get a strong work sample.
- Strong work samples should have good audio, be a part of full performance--not a montage, should not be a promo, and should show the artist actually performing.

Video says "Not Available," even though it seemed it uploaded correctly. What happened?

- During the upload, the media is put into a queue to be converted so that it can play back. Often this conversion is quick and unnoticeable, however, many applicants wait until the last day to submit their files and applications. This can cause a longer wait in the queue.

If your media file does not convert within 10 minutes, please try it again.

- Note: It is your responsibility to ensure that the media file plays back. We recommend that you work on application far in advance to make sure your samples work.

Final Reporting
If awarded, when is my final report due?

- 60 days after your event is over

Who do I need to acknowledge in collateral?

- WESTAF, the National Endowment for the Arts, and your state arts agency. Please be sure get the proper logo for each of these organizations.

What must I include in my final report?

- The final report is similar to the application. We need you to confirm the actual numbers of people served and your final actual budget. The narrative is very similar to the application questions, however, you will be describing the actual events, performance, community engagements, and the results of your project.

Where do I locate the final report?

- On the tourwest.gosmart.org system. You will log back in with your application log in. If you are funded, you will see a link to the final report.

TourWest Timeline
Click here for an overview of the TourWest process from application to notification.

Grantwriting Tips
TourWest staff is available Monday through Friday, 8:30 AM - 4:30 PM. Mountain Time at 303.629.1166 or tourwest@westaf.org to review applications, answer questions, and provide feedback to applicants. General grant writing suggestions and tips can be found here.