



## General Timeline

### Application

1. Read through the guidelines and eligibility and determine suitability for funding.
2. Identify block booking opportunities with your presenters' network.
3. Email the WESTAF Staff at [tourwest@westaf.org](mailto:tourwest@westaf.org) or call the WESTAF office at 303.629.1166 if you would like to receive guidance from a TourWest staff person.
4. Contact the artist/company to reach an agreement. Complete an agreement/intent or contract co-signed by the presenter and company. Plan the outreach efforts with community partners--community engagement and participation are key components of a successful TourWest grant application.
5. The presenting organization completes and submits the TourWest online application and sends in supporting materials by the deadline date.

### Adjudication

1. A WESTAF-organized panel reviews all applications and recommends applications for funding.
2. The WESTAF Executive Committee reviews the recommendations, makes adjustments, and determines the final award amounts.
3. Applicants receive notice of their applications' status.
4. Within 30 days of the notification of their awards, successful awardees return their signed TourWest contract to WESTAF. Failure to do so will result in the reallocation of funds to another presenting project.
5. Awardees submit a fully executed artist/company contract to WESTAF at least three weeks prior to the performance, if the contract was not submitted with the application. The contract must be cosigned by both the presenter and company, and include company fee(s), engagement date(s), the location(s) and description(s) of performance(s), and all outreach activities planned.
6. If unforeseen circumstances have altered the ability of awardees to present the companies for which they were awarded TourWest funds, applicants must secure the approval of WESTAF for a change in their engagements. WESTAF reserves the right to withdraw funding for any replacement performances.

### Grant Agreement/Reporting and Payment

- Within 30 day of the receipt, a signed copy of the grant agreement must be mailed back to WESTAF.
- When is the final artist contract due?
- If you sent a Letter of Agreement (LOA) or Memorandum of Understanding (MOU) --not a copy of a final executed contract -- you will need to send a copy to WESTAF three weeks prior to your performance.
- Within 60 days of completion of the project, a final report (including an evaluation form and narrative) is submitted to WESTAF, along with promotional materials that show proof of crediting. Final reports must be filed online to be deemed complete.
- The presenter is paid on a reimbursement basis.
- Final Payments will be processed 30 to 60 days after approval of the final report. Once the report is received, we will review that the grant agreement stipulations have been met and request a payment from the National Endowment for the Arts. Once the funds have been received by WESTAF, a check will be sent to the address listed in your profile.
- Payment/Support through TourWest is contingent upon available funds from the National Endowment for the Arts