

NPN CREATION FUND GUIDELINES

ROUND: Winter 2012

PERFORMANCE PREMIERE DATES: between 8/1/2012 and 7/31/2015

LETTER OF INTENT DEADLINE: 1/30/2012 5:00 p.m. CDT

APPLICATION DEADLINE: 2/17/2012 5:00 p.m. CDT



PROGRAM UPDATES:

- After this award cycle, NPN will move to one cycle of Creation Fund a year. The next Creation Fund award cycle will be in February of 2013.
- Artists who received Creation Fund awards in the past two years (since April 2010) are not eligible in this cycle.
- NPN Partners involved as commissioners in Creation Funds will have access to a maximum of three residency weeks (as opposed to four) per Fiscal Year. Please plan accordingly.
- All projects awarded after July 1, 2011 will be eligible for Forth Fund subsidies.
- Projects that premiere before August 1, 2012 are NOT ELIGIBLE for Creation Fund awards in this cycle.

◆ NPN Creation Fund Overview ◆

Purpose

The NPN Creation Fund contributes a minimum of \$10,000 to artists towards the co-commissioning of a new work, leveraging resources for the work, and generating visibility through a minimum two-site tour.

Part A: Co-commissioning

A Creation Fund project begins with an artist or company (Artist), at least two presenting organizations (one of which is an NPN Partner) in different communities (at least 100 miles apart), and a vision of a new work. Each presenting organization (Commissioner) agrees to contribute at least \$2,000 to co-commission the Artist to create the new work. NPN provides a \$6,000 subsidy to leverage the Commissioners' resources.

Part B: NPN Residency

The Commissioners have a three-year period within which they are required to present the commissioned Artist for a one or two-week residency. NPN Partners receive an additional week of NPN Performance Residency subsidy to present the work. In the event that the Artist considers the work is "untourable," or the work has changed drastically from the original vision, the commissioner is still obliged to present the Artist, but may present another piece of work.

Parties Involved:

- Artist
- Lead NPN Partner (Commissioner #1)
- One or more additional Commissioners
- NPN

The program encourages *non-NPN Partners* to act as commissioners as long as they are willing to present the Artist's work in a residency-style format (see "Requirements & Responsibilities" below).

NPN Partners are encouraged to commission artists in their *local* community. This is an excellent opportunity for local artists to receive national exposure. NPN Partners are allowed to commission the work of staff; however they will need to identify *two* additional Commissioners 100 miles outside of the artist's community to ensure the work receives visibility beyond the artist's home base.

NEW! Forth Fund

Idea > Research > Formulate > Commission > Create > Produce > Premiere > Tour > Archive >
Creation Fund Forth Fund Performance Residency

Through the Forth Fund, NPN's newest program, all Creation Fund projects awarded after July 1, 2011 will have access to additional resources needed to produce a new work for touring. The Forth Fund will enhance and deepen Creation Fund work by contributing an additional \$15,000 to Creation Fund artists and commissioners, to address managerial, artistic and technical aspects of development. Funds can be used for a variety of production needs such as hiring a dramaturge/choreoturge, conducting a developmental residency, creating a tech rider, or paying a grant writer.

Forth Fund artists a) will be charged with taking the lead on accessing Forth Funds, b) will submit a proposal that maps out a plan for what is needed to make the work stronger for touring, and c) will select a Commissioner that will participate in the development of the work. NPN will contact Creation Fund artists to discuss how to access Forth Funds after Creation Fund awards have been paid out. The Forth Fund aims to improve the quality of work being produced by allowing artists to access the time and resources needed to hone the work.

Benefits of the Creation Fund:

Artists

- Artist receives at least \$10,000 to create a new work.
- Artist is guaranteed a minimum of a two-site tour.
- Artist is eligible for selection for the NPN Annual Meeting showcase.
- Artist is matched up with [United States Artists](#) to utilize their online fundraising program through the [US Projects](#). For more information go to www.unitedstatesartists.org/projects.
- Project is eligible for an additional \$15,000 of support through the NPN Forth Fund program.

Commissioners

- NPN Partners receive additional Performance Residency subsidies, beyond the two standard Performance Residency weeks, to premiere the new work. (Limit a total of three Performance Residency weeks per year for Creation Fund Commissioners)
- Commissioners are credited (along with NPN and other Commissioners) for the life of the work.

Limitations:

- Artists who received Creation Fund awards in the past two years (since April 2010) are not eligible in this cycle.
- NPN Partners involved as commissioners in Creation Funds will have access to a maximum of three residency weeks (as opposed to four) per Fiscal Year. Please plan accordingly.
- NPN does NOT require that commissioning matches are available at the time of application; however, all commissioning matches must be confirmed at the time of application.
- Work must be in the creation stage and cannot have been previously presented. Because the Creation Fund is about supporting the *creation process*, the work should not premiere before August 1, 2012.
- Artists must be willing to tour the work under the NPN fee structure. The intent of the Creation Fund is for the work to be presented within (and beyond) the NPN network; therefore the Creation Fund is geared towards artists who will tour under the NPN Performance Residency Agreement. (Please see NPN Performance Residency Guidelines.) NPN will consider the feasibility of works touring within the network in its decision of whom to fund. Artists who command fees above the NPN Residency Agreement should not apply to the Creation Fund. Large scale works do not always fit well under the NPN Creation Fund structure. It becomes economically difficult for NPN Partners to present works of more than seven (7) people on an NPN Residency Agreement.
- If the Artist is a company member, staff member, or resident artist of one of the commissioning organizations, three Commissioners must be identified (at least 100 miles apart) to ensure that the Artist gets visibility beyond his/her home base.

◆ *NPN Creation Fund Process* ◆

Step 1: Letter of Intent

The Lead NPN Partner/Commissioner must submit a letter of intent as the first step of the application process. The letter of intent is a simple one-page document that can be downloaded from NPN's website and emailed to will@npnweb.org by **January 30, 2012 – 5:00 p.m. CDT**. After submitting the letter of intent, the NPN Partner/Lead Commissioner must also submit a longer application.

Step 2: Application

After submitting the letter of intent, the NPN Partner/Lead Commissioner is responsible for submitting a completed application and a one-page bio of the Artist to will@npnweb.org, by **February 17, 2012 – 5:00 p.m. CDT**.

Decision-Making

NPN redistributes *over* \$100,000 of commissioning funds per year through 20 projects. If NPN receives more applications than funding available, NPN will be forced to prioritize certain projects.

NPN will not consider applications

- a) that do not have confirmed commissioner matches at the time of application

- b) for works premiering before August 1, 2012
- c) from artists who do not tour under the NPN Performance Residency Agreement
- d) from artists who received an award within two years (since April 2010)
- e) for works that are not feasible to tour nationally

Factors NPN will consider in the process of making the most equitable decisions include:

- a) Diversity of projects and artists (geography, artistic discipline/genre, cultural/ethnic, stage of career)
- b) Projects that leverage new resources (e.g. first time and non-NPN Partner Commissioners)
- d) The project timeline (premiere date, project allows time for Forth Fund to be conducted)

Applicants that don't get funded in this cycle may apply again in a future cycle. The next cycle will be in February 2013. NPN notifies Artist and Commissioners of awards via email.

Creation of the Work

The Artist is free to use the funds for any stage of the creation process. NPN encourages Commissioners and Artists to schedule regular communications throughout the process.

Credit Requirements

Artists are required to credit NPN and Commissioners for the life of the work using the appropriate credit language approved by NPN. Failure to issue proper credit may prevent future funding from NPN.

Reporting Requirements

Artists and Commissioners are required to submit final reports to NPN 30 days after the last day of the project. In addition, the Artist must submit a video or DVD of the Creation Fund work to NPN, cued to the three minutes that represent the piece best. *All Final Report forms are available for download at <http://hpnweb.org/whatwedo/programs/creation-fund/final-reports>.*

◆NPN Winter 2012 Creation Fund Calendar◆

January 12, 2012 1:00pm CDT	Optional subsidy orientation teleconference
January 30, 2012 5:00 p.m. CDT	DEADLINE for Letter of Intent to be received at the NPN Office by email
February 17, 2012 5:00 p.m. CDT	DEADLINE for application to be received at the NPN Office by email
March 15, 2011	Decisions made, participants notified
To be arranged by NPN Partner	Mandatory individual Creation Fund orientation teleconferences
April 1, 2012	Earliest date for disbursement of funds
August 1, 2012	Earliest date for performance premiere
June 30, 2013	Latest date to collect Creation Fund payment
July 31, 2015	Latest date for performance premiere

◆Requirements & Responsibilities◆

Artist

- Works with Commissioners to complete application
- Participates in Creation Fund orientation teleconference
- Signs LOA (Letter of Agreement)
- Creates new work with the intention of touring
- Credits NPN and Commissioners for the *life of the work*
- Submits Creation Fund and Performance Residency final reports and a DVD of the Creation Fund work to NPN
- Leads the application process for the NPN Forth Fund, which includes requesting funds and selecting the Commissioner with whom the Artist wishes to work.

Lead NPN Partner/Commissioner #1

- Submits Creation Fund application to NPN
- Coordinates and participates in the Creation Fund orientation teleconference
- Gathers and submits signed LOAs (one original for each party – Artist, Commissioners, NPN Office) and commissioning checks to NPN by the month indicated on the application (*checks and LOAs must be submitted in a single package.*)

- Presents Artist under the NPN Performance Residency Agreement
- Submits Creation Fund and Performance Residency final reports to NPN

Co-Commissioner(s)

- Participates in Creation Fund orientation teleconference
- Signs LOA and submits check to Lead Partner
- Non-NPN Partner Commissioners present Artists on an NPN-styled residency, which includes a minimum of five days in the presenting community, a minimum of one public performance, and interaction with a minimum of 100 people in the community. NPN does not subsidize non-NPN Partner Commissioners in presenting the work
- Submits Creation Fund and Performance Residency final reports to NPN

NPN

- Notifies all parties of award
- Emails LOA form to Lead Partner
- Participates in Creation Fund orientation teleconference; sets up number for call
- Issues check for the total subsidy amount (NPN's \$6,000 + commissioning money) directly to the Artist within 30 days of receipt of signed LOAs and checks
- Distributes original, signed LOAs to Artist and each Commissioner
- Invites all parties to the NPN Annual Meeting
- Invites Artists to participate in the United States Projects Initiative through United States Artists
- Invites Creation Fund artists to participate in the NPN Forth Fund

◆ *Creation Fund Letter of Intent Specifics* ◆

- 1) Artist/Company:** Provide the Artist's name, city, and state. Identify if Artist/company is a company member, staff member or resident artist of one of the commissioning organizations. If the Artist is a company member, staff member, or resident artist of one of the commissioning organizations, three Commissioners must be identified (at least 100 miles apart) to ensure that the Artist gets visibility beyond his/her home base.
- 2) Project:** Provide the discipline, project creation dates (the first date you will incur expenses to the last date you will incur expenses), and the estimated date the work will premiere.
- 3) Commissioners:** Provide the Commissioners' names, cities, states, and the date(s) that commissioning matches (minimum of \$2000) will be available. There must be at least two Commissioners located at least 100 miles apart.

◆ *Creation Fund Application Specifics* ◆

- A) Artist/Company:** Provide the Artist's contact information. Check demographic information that most accurately represents your company. In the case that NPN receives more applications that able to fund it will fund a diverse range of artists and projects.
- B) Project:** Provide the project title, discipline, project creation dates (the first date you will incur expenses to the last date you will incur expenses), the estimated date the work will premiere, total project budget, total Creation Fund request amount (NPN match of \$6,000 + Commissioners' matches) and a brief two-sentence summary of the work being commissioned.
- C) Commissioners:** Provide the Commissioners' contact information. There must be a minimum of two Commissioners. If the Artist is a company member, staff member, or resident artist of one of the commissioning organizations, three Commissioners must be identified (at least 100 miles apart) to ensure that the Artist gets visibility beyond his/her home base. If there are more than four Commissioners, attach an additional page with contact information.
- D) Project Description:** Use the space provided to describe the Creation Fund project. The project description should be clear, concise, and focused, and its intention must be transparent. Provide the information that is being asked.
- E) Payment Timeline:** List the names of Commissioners in the right column and the date funds will be available in the left column. Note that NPN will not consider applications if commissioning matches are not identified at the time of application.
- F) Project Timeline:** List steps in the creation process for which funds will be used (planning, workshops, work-in-progress presentations, etc.)
- G) Tour Timeline:** List tour dates. If exact dates are not known, list month and year. Identify when the work will premiere.
- H) Project Budget:** Budget should reflect expenses and income for just the *creation* of the piece. Producing, presenting or performing costs should not be included. Note that commissioning matches must be confirmed matches.

◆Frequently Asked Questions◆

Can artists initiate Creation Fund projects?

Yes. Artists can initiate Creation Fund projects as long as two commissioners in different cities are identified, and one of these commissioners has to be an NPN Partner.

Can any artist/company/work be commissioned by the Creation Fund?

Not exactly. The intent of the Creation Fund is for the work to be presented within (and beyond) the NPN network. Therefore the Creation Fund is geared towards artists who will tour under the NPN Performance Residency Agreement. (see NPN Performance Residency Guidelines) NPN will consider the feasibility of works touring within the network in its decision of whom to fund. Artists who command fees above the NPN Performance Residency Agreement should not apply to the Creation Fund. In addition, large scale works do not tour well under the NPN Performance Residency Agreement. It becomes economically difficult for NPN Partners to present works of more than seven people on an NPN Residency Agreement.

Why do commissioners have to be at least 100 miles apart?

Two goals of the Creation Fund are to leverage opportunities and create visibility for new work. The Creation Fund is a way for a regional artist to receive national exposure.

Can a commissioner commission a local artist?

Yes! Commissioners are encouraged to commission local artists as long as another commissioner at least 100 miles away is identified. See restrictions below for commissioning staff members.

Can a commissioner commission its own company or staff?

Yes. However, if a commissioner commissions its own company or staff, at least TWO additional commissioners in different cities (at least 100 miles away) must be found. This ensures that the work will tour beyond the Artist's home base.

Can a Creation Fund project be funded for a project that is already in progress?

Yes. A project that is already in progress can be funded. However, NPN will not fund a project that premieres before August 1, 2012.

Do I need to submit both a letter of intent and an application?

Yes! It is the responsibility of the NPN Partner/ Lead Commissioner to submit both a letter of intent and an application. Projects that do not submit applications will not be considered.

What is the maximum length of the creation process?

The Artist has three years to create the new work and begin to tour.

When is the Creation Fund paid out?

It is up to the NPN Partner/ Lead Commissioner to submit the commissioning checks and LOAs to NPN. Creation Fund checks must be collected by June 30, 2013. NPN issues the check to the Artist within 30 days of receipt of the signed LOAs and checks.

Why the complex payment system?

It guarantees that the full commission goes to the Artist, and it enables NPN to show the monies it leverages on behalf of the field.

In the case of conflict, does NPN become the mediator?

NPN will play this role, but encourages collaborators to detail their respective responsibilities as part of the LOA.

What if another commissioner is found after the project is awarded?

NPN encourages as many commissioners as possible. If another commissioner is identified after the project is awarded, it may be added to the project *before* the LOAs are turned in. (The NPN subsidy cap is \$6,000 regardless of the number of commissioners.)

How do Creation Fund Performance Residencies relate to the regular cycle of NPN Performance Residencies?

Creation Fund Performance Residencies are over and above the regular allotment of Residency subsidies and use the same formula and guidelines. Every NPN Partner receives an additional week of NPN Performance Residency to premiere the commissioned work. (Limit of three residency weeks per fiscal year.) Non-NPN Partner Commissioners do not receive NPN Residency support, but are encouraged to use the NPN Residency structure when presenting the commissioned work.

Can a commissioner who is not a NPN Partner receive a NPN Residency Subsidy to present the commissioned work?

No. NPN does not have funds in the Performance Residency Program to support commissioners who are not NPN Partners. A non-NPN Partner Commissioner does, however, agree to present the Artist once the work is completed, and NPN encourages the Commissioner to use a residency structure similar to the NPN Performance Residency in order to engage the Artist with the community in a deep and meaningful way.

What if once the work is created it is not tourable or what if the project changes beyond the initial concept?

Commissioners are bound to present the Artist within three years of the Creation Fund award. However, if the Artist considers the work unsuitable for touring or if the project has changed beyond the initial concept, the Commissioner can present another work by the Creation Fund Artist.

As a Creation Fund Artist, can I showcase at the NPN Annual Meeting?

NPN Partners, colleagues, and artists convene at the NPN Annual Meeting. Artists who have toured the network in the previous three years are invited to attend, and a limited number receive travel subsidies on a first-come, first-served basis.

During the Annual Meeting NPN presents four excerpts of works from artists who were commissioned through the Creation Fund. As a Creation Fund Artist you will be eligible to be selected to present in this format, but there is no guarantee. NPN chooses showcase artists who represent a diverse range of regions, cultural backgrounds, and artistic disciplines. In order to be eligible for the Annual Meeting Showcase, the Creation Fund work must have premiered by the spring before the Annual Meeting (usually held in December).