



## FY19 NPN/VAN Artist Engagement Fund Guidelines For Projects occurring July 1, 2018 – June 30, 2019

The NPN/VAN Artist Engagement Fund is supported by the Doris Duke Charitable Foundation, the Andrew W. Mellon Foundation and the National Endowment for the Arts (NEA).

The Artist Engagement Fund increases artist mobility, models equitable artist fees, and centers community engagement through the support of artist's fees for artistic activity taking place in NPN/VAN Partner communities.

### 1) PROGRAM OVERVIEW

As of July 1, 2017, the Artist Engagement Fund replaces the NPN Performance Residency and VAN Exhibition Residency and is available to both NPN and VAN Partners. **Participation in the Artist Engagement Fund is optional**; Partners who do not have upcoming projects that fit the criteria or who do not have annual activities that are applicable may opt out without jeopardizing Partnership status.

#### Program Goals:

##### **Artist mobility**

Mobility is at the heart of the Artist Engagement Fund. NPN/VAN continues to support and advocate for greater opportunities for artists to move their work throughout the country. Recognizing that creating opportunities for artists to be presented in their own communities can be critical to cultivating and building a national career, the Artist Engagement Programs offers Partners the flexibility to work with local, regional, national or Mexico-based artists.

##### **Modeling equitable artist fees, while respecting relative economies**

In order to ensure artists are paid equitable fees, the Artist Engagement Fund has a minimum fee structure that projects must meet in order to be eligible. However, Partners and artists will have flexibility to structure projects and fees according to their needs, including paying artists more than the NPN/VAN minimum artist's rates.

##### **Centering Community Engagement**

Recognizing that true community engagement is deep, multifaceted, and reciprocal, there is no restriction on the maximum length of an Artist Engagement. Partners will describe how Artist Engagement projects intend to develop meaningful engagement between communities, artists, and presenters, which is central to the Artist Engagement Fund.

### 2) ELIGIBILITY

- Open to NPN and VAN Partners

- Open to artists of any discipline as long as the project includes a live experiential exchange between artists and community. This can take any format such as a public presentation, performance, gallery exhibition, community residency, etc.
- Partners may work with any U.S. or Mexico-based artist/s
- Community engagement is central to each project
- Partners must pay minimum artist fees (see below)
- Engagements should be a minimum of four days
- Funding applications need to be submitted 60 days prior to activities
- No funds will be released without a completed application and signed contract.
- NPN/VAN Partners must credit NPN/VAN in all promotional and marketing material. Credit language can be found on the [NPN/VAN Partner Portal](#).
- Final Reports are to be submitted by the Partner and Artist 30 days after the final Artist Engagement Activity.

Please note: **Participation in the Artist Engagement Fund is optional**; Partners who do not have upcoming projects that fit the criteria or who do not have annual activities that are applicable may opt out without jeopardizing Partnership status.

### **3) ACCESS**

**Each NPN/VAN Partner has access to one Artist Engagement Fund per fiscal year (July 1 – June 30).** NPN/VAN Partners who are co-commissioners on Creation & Development Fund projects may use their one AEF to present co-commissioned Creation & Development Fund work. Partners who co-commissioned *multiple* Creation & Development Fund projects (FY17 or earlier) should contact NPN/VAN to see if additional Artist Engagement Funds are available to support co-commissioned work.

### **4) ARTISTS FEES**

The following fees represent minimum requirements; if economies are higher in Partner communities, Partners are encouraged to pay more, if applicable. In addition to required fees, other optional budget items are eligible for NPN/VAN support but are limited to artist's fees. The Artist Engagement Subsidy will *not* support presenters' costs such as rentals, Partner salaries, utilities, space, tech equipment, contract labor, etc.

*Eligible fees:*

- Direct artist fees
  - Salaries & Wages: \$120/day per artist/tech minimum
  - Round-trip transportation\*
  - Lodging\*
  - Per Diem: \$50/day\*
  - General Operating support: 20% of Salaries & Wages
- Indirect artist fees
  - Installation & Materials/Freight, as applicable
  - Artwork insurance and/or artist liability insurance, as applicable

\* for traveling artists

NPN/VAN recognizes that fees may vary for longer projects. If fees vary, you may upload a document attached to the application form, providing an explanation for the variance.

## **5) NPN/VAN FUNDING**

NPN/VAN will support a percentage of total artist fees based on the Partner's organizational budget:

- For Partners with annual organizational budgets less \$1 million: 50% of total artist fees, up to \$5,000
- For Partners with annual organizational budgets greater than \$1 million: 40% of total artist fees, up to \$5,000

## **6) APPLICATION PROCESS**

1. Complete three-page Artist Engagement Fund application form. This form will also function as a Letter of Agreement once approved.
2. Attach a *signed* artist contract, of your choosing, that reflects minimum artist fees and community engagement expectations. (Partners who do not have their own contracts with artists may use an [NPN/VAN contract template](#).) If fees vary from minimum required fee structure attach a document explaining the variance. See p.2, Section 4 of this document.
3. Submit applications and artist contracts to NPN/VAN 60 days prior to activities.
4. NPN/VAN will approve applications and send back to Partners for signatures via Adobe echosign. NPN/VAN's letter of agreement only needs signatures from Partners, not artists. This is a critical step. Payments will not be released without signatures from Partners; please check your email for Adobe echosign document.
5. Upon receipt of signed application, NPN/VAN will process payment within 30 days and email payment confirmation.
6. Complete final report upon conclusion of project. Final report forms will be emailed to you upon conclusion of project.

## **7) APPLICATION/LETTER OF AGREEMENT TIPS**

### **I: TERMS OF AGREEMENT**

1. NPN/VAN Partner Contact Info
  - Fully complete contact info.
  - Provide TIN
  - NPN/VAN payments will be made via direct deposit, unless requested otherwise. Please provide bank information for direct deposit. Please double check routing and account number! Once a payment is made, it cannot be reversed.

### **II: ARTIST ENGAGEMENT FUND PROJECT DETAILS**

2. Project Details
  - Provide title of artists work (if applicable)
  - Project Dates: start and end dates. Projects must be a minimum of 4 days. There is no maximum project length.
  - Engagement Type: Visual, Performing Arts, Hybrid
  - Primary Project Discipline: Select the discipline that best describes the artist's work.

3. Creation & Development Fund Commissioned Projects

If this project is part of a Creation & Development Fund, please indicate by providing corresponding contract ID. This can be found on your signed Creation Fund Letter of Agreement.

4. Artist Information

- Provide full contact information
- Individual/Organizational Type- Individual Artist, Company, Collective or Other
- Indicate the number of artists, technicians, or support personnel being contracted under attached artist contract

5. Artist Demographics

NPN/VAN collects basic information about the artists and creative workers who receive our support for our funders and in order to leverage more resources for artists. Please check *predominant* demographics of the artist/company you are engaging.

6. Project Description

a) *Project Overview*

Use no more than two paragraphs to briefly describe the project. Please include information about the performances and/or installation and other key activities.

b) *Community Engagement*

Use this box to give more detail about the project's community engagement intentions. Describe the community that you are working with. How are the artist, organization, and community engaging with each other? Describe the organization's history of working with this community, and the artist's history of working with this community (if applicable). What outcomes do you hope to achieve? Please feel free to include more details about activities listed in Project Overview.

c) *Project Activities*

NPN/VAN collects this information for our funders. Please indicate the number of Performances, Installations/Exhibitions, and Community Activities that will be funded by this project.

7. Artist Contract

Upload an artist contract *signed by the artist and Partner* that includes the following:

- Artist fees (See p. 2, section 4 of this document)\*
- Community engagement expectations

\*If artist contract does not include a breakdown of direct and indirect artist fees, please include a corresponding budget or explanation of fees.

If you do not have your own artist contract, you may choose to use one of NPN/VAN's [sample contracts](#).

8. Total Artist Fee

This fee should correspond with attached artist contract. NPN/VAN's Artist Engagement Funds exclusively support artist fees and should not be inclusive of Partner's overhead, presenting, or exhibition costs. See p. 2, Section 4, for minimum fee requirements and limitations.

### III: PAYMENT DETAILS

#### 9. Payment to Partner

NPN/VAN will provide a grant, which is a percentage of the Total Artist Fee, up to \$5,000. The percentage is based on the organizational budget size. See p. 3, Section 5 of this document.

- Provide your organizational budget
- Select which payment structure applies, based on information provided:
  - Organizations with budgets less than \$1 Million: 50% of Total Artist Fee
  - Organizations with budgets greater than \$1 Million: 40% of Total Artist Fee
  - \$5,000 subsidy cap

### IV: RESPONSIBILITIES

NPN/VAN requires that Partners working under the Artist Engagement Fund abide by the values and best practices of NPN/VAN:

- **ETHICAL TREATMENT OF ARTISTS:** Maintain highest ethical standards in relation to artists and community partners. Within the scope of the Artist Engagement Fund, Partners shall abide by equitable working conditions for artists, including: no work on lengthy travel day, maximum 8-hour work days (including community receptions), include prep and travel time as work hours, mandatory hour-long meal breaks and 15-minute bio breaks, late night activity should be followed by late morning start to ensure rest, etc.
- **ANTI-OPPRESSION:** In alignment with NPN/VAN's commitment to creating an arts sector rooted in justice, we are committed to ensuring a space that is free of racism, transphobia, homophobia, ableism, misogyny, classism, or other bias. Our expectation is that all Partners receiving Artist Engagement Funds or any other support will honor this ethic.
- **PRE-PRODUCTION/ARTISTIC PRODUCTION/OVERHEAD COSTS OF PARTNER:** These costs have no bearing on the official Artist Fee or Artist Engagement Fund Amount.
- **INSTALLATION/EXHIBITION/PRESENTATION:** The Partner, at its expense, will make provisions that are normally required for the installation/exhibition/presentation of the work. Artist Engagement Funds will not subsidize self-presentation of artists.
- **INSURANCE: A) CGL:** The Partner shall obtain and keep in force a comprehensive general liability insurance policy, in standard form, protecting NPN/VAN against any and all liabilities arising out of or relating to project. **B) Unemployment Insurance, Worker's Compensation and/or Disability Insurance** - The Partner represents and warrants that all staff under their control are covered by Unemployment Insurance, Worker's Compensation and/or Disability Insurance procured by the Partner to the extent such coverage is required. **C) Artwork Insurance** As a standard, Partners should provide artwork and/or public artwork insurance to protect the Artist's work in transit, during installation and exhibition. If the Partner does not carry such coverage, then the Artist must procure such coverage independently, using the insurance allowance to secure a policy. Compensation for artwork insurance should be included in the Artist Fee.
- **ART SALES:** NPN/VAN is not party to the sale of artwork under any circumstance, nor does the sale of artwork have any bearing on the terms the Artist Fee.

- **FUNDING CREDIT:** The Partner will credit NPN/VAN in all promotional materials. Credit language can be found on the [NPN/VAN Partner Portal](#).

#### **V: RATIFICATION OF TERMS**

- The Application/Letter of Agreement legally contracts the Partner and NPN/VAN national office to terms and conditions of agreement.
- Please provide the name, title, and email address for the NPN/VAN Partner signatory. The contact listed does not need to sign at this time.
- Once Application Form & Letter of Agreement Form is approved by NPN/VAN, it will be sent out to the NPN/VAN Partner contact listed as signatory via Adobe Echosign. Payments will not be released without signatures from Partners, please check your email for Adobe Echosign document.

#### **8) NPN/VAN TECHNICAL SUPPORT**

NPN/VAN are available and at your service to field any questions or eligibility concerns. Please feel free to contact staff anytime! We are here to help:

- **Stanlyn Brevé, Director of National Programs, general inquiries**  
[Stanlyn@npnweb.org](mailto:Stanlyn@npnweb.org), 504.595.8008 x204
- **Alec De León, Program Specialist, general inquiries**  
[alec@npnweb.org](mailto:alec@npnweb.org), 504.595.8008 x209
- **Orchid Robinson, Program Associate, agreement processing & payments**  
[Orchid@npnweb.org](mailto:Orchid@npnweb.org), 504.595.8008 x214

**National Performance Network/Visual Artists Network**  
P.O. Box 55698  
New Orleans, LA 70156  
(504) 595.8008  
[www.npnweb.org](http://www.npnweb.org)