GUIDELINES FOR ARTSWEGO-FUNDED PROJECTS

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY

DEADLINES:
- Funding Requests: Monday, March 26, 2018
- ARTSwego Webpage Information: ASAP
- Summary Reports: Within 30 days after program

Presenting an ARTSwego Funded Program

As an ARTSwego Funded Program, you are responsible for:

1. Having some portion of the total program open to the campus and community.

2. Adequate promotion of ARTSwego supported program. Including:
   - Providing information and high-resolution photos (preferably horizontal format) to the Public Affairs Office for a news release.
   - Providing information and high-resolution photos to ARTSwego for posting on the ARTS @ Oswego webpage.
   - Providing information to the ARTS and Entertainment editor of the Oswegonian.
   - Posting posters/flyers throughout campus and uploading signage for the electronic bulletin boards.

3. Creating, negotiating, and signing all contracts with artists and arranging appropriate paperwork regarding payments.

4. Crediting ARTSwego in all printed materials with logo and language as follows: This program is supported in part by the Student Arts Fee.

5. Including information about handicapped access in any press releases. For example, “If you have a disability and need assistance to attend this event, call _________________ at _______.”

6. Notifying any cancellation, rescheduling or re-location of programs ASAP by emailing the Office of Public Affairs and ARTSwego. Also, it is important that all arrangements, such as room and hotel reservations, be cancelled or changed in a timely manner. Notice of cancellation should be posted at the site of the event. Any plans to substitute a different artist must be approved by the Program Committee.

7. Submitting a Summary Report within 30 days after the completion of the funded program.

Artist Fees and Terms

1. **PLEASE NOTE:** If possible, it is simplest to negotiate an artist fee that is inclusive of most or all expenses, including travel and meals. (A sample form of an artist contract/invoice and the required W-9 form are available by sending an email request to joyce.molinari@oswego.edu or calling 315-312-4581.)

2. Where significant travel expenses are involved, the artist may prefer, for tax reasons, to distinguish between the fee for services and reimbursement of expenses. In this case, original receipts for actual expenses must be provided. (In considering the appropriateness of fees, a useful guideline is the current New York State per diem allowance for food expenses and lodging.)

3. Airline Reservations should be made at least two months in advance, except under special circumstances, in order to obtain the best rates.

4. ARTSwego does not pay honoraria to full-time faculty.

5. If it is your departmental custom to host artists for pre- or post-event hospitality, please keep your request reasonable and remember that receipts will be needed for reimbursement.
Obtaining Payments

1. **PLEASE NOTE:** A completed and signed W-9 form and contract/invoice for all artist fee payments are required and should be forwarded to the ARTSwego office at least two weeks prior to the expected payment date.

2. Check Requests submitted by Wednesday usually will be available within 10-14 days. (The signed contract or invoice must include a brief description of the event, when it is taking place, the name and address of the person being paid and the amount that has been agreed to. (For the reimbursement of any expenses incurred by artist or faculty sponsors, original receipts must be submitted.)

Artists From Other Countries

1. If you are considering bringing an artist from another country, you should be aware that the process of obtaining permission from the government bodies involved can be very lengthy and complicated. Also, the paperwork can be monumental! The process may be much easier if the artist is represented by an agent who is dealing with these requirements for a wider U.S. tour.

2. If you are interested in bringing an artist from another country and need more information about the process, you should contact Joyce Molinari at joyce.molinari@oswego.edu or 315-312-4581 before you commit to that artist.

Summary Reports

1. A Summary Report should be submitted within 30 days after the completion of the funded program (or, at the latest, included with the funding application for the next year) and should include copies of promotional materials and press coverage. See Summary Report form at oswego.edu/arts.

Flexible Funding

1. Flexible Funding is a small portion of the ARTSwego budget that allows the college to benefit from last minute opportunities such as artists who will be present in the region for other purposes. It is not intended to replace the spring application deadline for most projects. A typical amount for funding of these requests is $200-$500.

2. Such programs must include at least one activity that is open to the campus and community.

3. Requests for such funding should be submitted at least four weeks prior to the event and are subject to approval by the ARTSwego Program Committee. To expedite the approval process, this may be done via email.