

## **Technical Assistance Grant**

In response to a growing need for travel support, the West Virginia Commission on the Arts has set up a special fund to help fill the void left by the technical assistance program, which was previously operated by the Division of Culture and History.

Conferences, workshops, seminars, and showcases offer invaluable opportunities for artists and arts administrators to learn new skills, network with colleagues and see other artists perform or demonstrate their work. Because of limited budgets, however, artists and arts organizations often have difficulty attending workshops and conferences in other localities, particularly outside West Virginia. To increase access to these opportunities, the Arts and Humanities Section, with approval from the West Virginia Commission on the Arts, has developed the Technical Assistance Grant Program.

**Objectives:** To provide artists, arts administrators and arts educators of all volunteer or professionally staffed arts organizations with financial assistance to attend seminars, conferences, workshops, and showcases of national significance or importance to their field of expertise, outside the state of West Virginia. Exceptions may be made if the event is of national scope and is taking place in-state; To encourage artistic exposure to new work, especially experimental and avant-garde work and work by rural artists or culturally diverse artists, to promote artistic networking, especially for rural and culturally diverse communities; To encourage development of arts administration staff and/or artists in their field.

**Eligibility:** Any professional artist, arts administrator and/or arts educator may apply for support to attend workshops, conferences and similar events **in the United States, outside West Virginia** unless of a national scope. Arts administrators must present at least three professional touring companies or art exhibits in their facilities to be eligible for support. Applicants attending annual events for the first time (i.e. the Southeastern Museums Conference, Arts for America conference, etc.), may apply for funding for 50% expenses up to \$300. Subsequent attendance at the same annual event will be funded at a lesser amount (see Grant Award section). Applicants can receive only one Technical Assistance Grant during a fiscal year (July 1 - June 30). Only three staff persons per organization can receive a Technical Assistance Grant during a fiscal year.

**Grant Awards** - Artists, arts administrators and arts educators that are attending an event for the first time may apply for 50% expenses up to \$300; 2nd time attendees, to the same event, may apply for 50% expenses up to \$200; and those attending the same

event more than 2 times may apply for funding of 50% expenses up to \$100. Funds are limited to three-time attendance at the same event; hereafter individuals should budget for that expenditure from another revenue source. These monies are for travel expenses incurred to attend an event, **not** registration costs.

**Application Procedure** - To apply, applicants complete and submit the attached form. Applications must be received no later than **six weeks** before the event, funds are limited, therefore, early application is encouraged. Applicant must include a brochure of the event, workshop, etc., for which they are applying. Applicants will be notified within three weeks of receipt of application. Payment is made on a reimbursement basis. A check will be sent upon submission of a signed award letter, itemized statement and original receipts. Receipts must be received within **two weeks** after travel date.

**Review Criteria:** Requests will be reviewed according to the following criteria.

- The ability of the workshop, conference or showcase to address the applicant's stated needs and the effect that the experience will have on the applicant's community.
- Financial needs of applicant.
- Equitable distribution statewide of the funds.

Questions or requests for application forms should be directed to:

**West Virginia Division of Culture and History  
Arts Section  
Cultural Center - 1900 Kanawha Boulevard, East  
Charleston, WV 25305  
Phone: (304)558-0240**

# **APPLICATION FOR TRAINING AND TRAVEL FUND**

Applicant Name \_\_\_\_\_ Title \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (    ) \_\_\_\_\_ County \_\_\_\_\_

Email address: \_\_\_\_\_

Social Security number: \_\_\_\_\_

I. If you are an arts administrator/volunteer programmer:

1. Is your organization non-profit?    \_\_\_Yes    \_\_\_No
2. Do you present at least three performances by professional artists or exhibits yearly?  
    \_\_\_Yes    \_\_\_No

II. For both artist and/or administrator, and/or educator:

3. Have you previously attended this event?  
    \_\_\_Yes    \_\_\_No  
    If yes, date(s) attended:
4. Have you received Travel and Training Fund support for this fiscal year?    \_\_\_Yes    \_\_\_No
5. How will this event assist you as an artist/administrator?
6. Why do you need financial assistance to attend this event?

III. If an artist - please submit current background information documenting professional performances, exhibits, etc. (Students are ineligible)

IV. Description of event, workshop, conference or showcase for which support is requested: **(Please submit brochure of event, workshop, etc.). All reimbursements will be based on the guidelines of State of WV Travel Management. For more info visit <http://www.state.wv.us/admin/purchase/travel>**

Sponsoring Organization: \_\_\_\_\_

Sponsoring Organizations Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Location: \_\_\_\_\_

Date of Event \_\_\_\_\_ to \_\_\_\_\_  
(beginning) (end)

Have you received travel funds to attend this event before? \_\_\_\_\_ yes \_\_\_\_\_ no

V. Budget Information

Registration (ineligible) \_\_\_\_\_

Transportation (if driving, calculate at 40.5 /mile rate) \_\_\_\_\_  
list roundtrip mileage here \_\_\_\_\_

Hotel/Lodging \_\_\_\_\_

Food (\_\_\_\_\_ x # of days) **actual expenses only** \_\_\_\_\_

TOTAL \_\_\_\_\_

Amount requested from Arts Section \$ \_\_\_\_\_  
(see Grant Award section)

I certify that this organization meets all eligibility requirements and that all information contained in this application is accurate based on data available at the time of application.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Typed Name and Title