**Program Description**

The Cultural Exchange Fund (CEF) is a travel subsidy award program supported by The Andrew W. Mellon Foundation to assist U.S. based APAP-member presenting professionals and their organizations and companies in building partnerships and collaborations with international touring artists, companies and their collaborators outside of the U.S., and to experience the work of artists from around the world in its cultural context. APAP recognizes that promoting global exchanges of artists, their work and cross-cultural programs is essential to fully engage audiences and communities in the breadth and diversity of performing arts experiences. These exchanges provide an opportunity for presenting professionals to expand and deepen their knowledge of artists, traditions and cultures from around the world.

APAP awards U.S. based presenting organizations, agents, managers, producers, individual artists, and groups of performing arts professionals traveling outside of the U.S. to see the work of artists and companies or to develop and advance projects with foreign artists and their collaborators. APAP strongly encourages but does not limit travel to the following: Africa, Asia, Latin America, and the Middle East. In addition APAP gives preference to applicants who are located in rural communities where exposure to other cultures and diverse arts programming may be less prevalent than in urban settings.

APAP also highly encourages Group Applications, and provides the Lead Partner Organization (i.e. the APAP member submitting the application on behalf of the group) with extra funds to offset the additional time and investment required to organize the trip. Group travel tends to spark collaboration and lays the foundation for commissioning and touring work in multiple sites across the U.S. It also provides the opportunity for travelers to experience work and meet creative teams together, to discuss potential block booking engagements and brainstorm programming initiatives.

*All applicants must be active members of APAP at the time of submission, and membership must extend at least one month beyond proposed travel dates. Artist Applications: to meet member...*
eligibility requirements, the artist must be an independent artist member in good standing or hold an Associate membership through their active APAP-member agent/manager/agency. **Group Applications:** to meet member eligibility requirements, the Lead Partner Organization submitting the application must be an APAP member (other Travel Partner Organizations do not need to be APAP members).

**FUNDING CRITERIA**

Applicants should describe with as much detail as possible the purpose of their travel in conjunction with future programs or projects that are based upon building relationships or partnerships with international artists and/or presenters. Successful applications must demonstrate that anticipated travel will meet at least **two** of the following criteria:

**Individual /Group Applications**

- Build the presenter’s schedule and programming season as informed by attendance at live performances by international artists based outside the U.S.
- Increase the presenting professional’s knowledge and understanding of foreign performing artists based outside the U.S., the cultural context for the artists’ work and for the performing arts in places outside of the U.S.
- Create relationships with artists, producers and presenters from around the world to advance the work of the U.S. based presenter(s) and presenting organization(s).
- Increase the relationship building, project development, tours or performances with foreign artists to serve the presenting field, presenting organizations or a particular U.S. community

**Artist Applications**

- Increase the relationship building with international artists to serve the presenting field, presenting organizations or a particular community
- Advance a project or the cultural research of the U.S. based artist
- Increase the artist’s knowledge and understanding of the cultural context for the performing arts internationally
- Promote cultural awareness with other artists, producers and presenters from around the world in the U.S.

In order to achieve the above, it is anticipated that applications will focus on one of the following:

- Travel to see the work of several different artists (for example, by attending a festival or showcase, or by traveling to a city or region where multiple cultural performances are occurring);
- Travel to visit with artists, presenters, producers or other cultural institutions to research a project or presentation; or
- Group travel where group members will collectively see performances, conduct research to develop a project and/or presenting series.
FUNDING AWARDS & AMOUNTS

There will be six formal rounds of funding between July 2017 and June 2020. Each award for travel is handled on a reimbursement basis. Award amounts are estimated based off airfare costs at the time of application submission and a $100 per day per diem for up to 10 days. Travel days receive half of the permitted per diem ($50 per day). Funds are issued once APAP receives and approves of a completed Travel Reimbursement form and receipts for airfare and additional travel expenses (approved documentation includes hotel/lodging receipts, meal receipts, and ground transportation receipts). Travel award amounts may be reduced if the submitted expenditures are less than the amount awarded. The traveler’s final report in the form of a Digital Diary must also be completed no later than 30 days after travel concludes (CEF Digital Diaries is a public resource on the APAP website). If the awardee is not able to use the funds as outlined in their award letter, they must notify APAP in writing before their originally proposed travel date. Otherwise they may forfeit the full amount of their award.

Travel subsidies are awarded as follows:

- For **artists**, the artist will be awarded/reimbursed. The maximum amount awarded per artist, inclusive of travel costs and per diem, is $2,000.

- For **individuals**, their organization will be awarded/reimbursed. The maximum amount awarded per individual/organization, inclusive of travel costs and per diem, is $2,000.

- For **groups**, the Lead Partner Organization (LPO) must be a presenter or presenting organization and an active APAP member (other Travel Partner Organizations do not need to be APAP members). The LPO will be responsible for submitting the application on behalf of the group and also serve as APAP’s main point of contact for inquiries, reimbursements and reporting. The LPO will be awarded/reimbursed the full award amount and responsible for distributing award money among travelers in the group. Group travel subsidies will be awarded only to groups of three or more individuals (including the LPO) from different organizations. Individuals in the group may include agents, managers and artists working with presenters on a specific project, however, the LPO cannot be an artist. Each traveler can receive up to $2,000 for travel support, however, the LPO will receive extra funds for the additional time and administrative work required to organize the trip. The LPO’s extra funds are calculated as up to 10% of the total travel award. The maximum award for a group is $10,000, inclusive of the LPO’s extra funds.

FUNDING ELIGIBILITY

**All applicants must be active members of APAP at the time of submission, and membership must extend at least one month beyond proposed travel dates.** Applicants can only submit one application per round and may not apply for multiple trips within the same round. APAP welcomes new applications from previous CEF awardees. However, in order to apply for another award, the traveler is required to update their previously completed Digital Diary. See the CEF webpage on APAP365.org for instructions.
Travelers must also be one of the following:

- Individual professional artists (please note: to meet member eligibility requirements, the artist must be an independent artist member in good standing or hold an Associate membership through their active APAP-member agent/manager/agency)
- Individuals from presenting organizations who are part of the decision-making process for programming and presentations
- Independent presenters, managers, agents or producers who are working with a presenter or group of presenters to develop a project or tour with foreign artists and who can demonstrate a mission and history of relationship building, or project development that serves the presenting field, presenting organizations or a particular community
- Groups of presenters from different presenting organizations who may be collaborating to develop or advance a project or program initiative (please note: to meet member eligibility requirements, the Lead Partner Organization submitting the application must be an APAP member, but other Travel Partner Organizations do not need to be APAP members)

AWARD FUNDING RESTRICTIONS

APAP does not award travel subsidies to:

- Applicants that are not current members of APAP (and must remain an active member of APAP through at least one month after the proposed travel date)
- Those who submit incomplete applications
- For profit organizations that cannot demonstrate a mission and history of relationship-building, or project development that serves the presenting field, presenting organizations or a particular community
- Applicants that cannot provide a three-year history of presenting artists and companies or a three-year history of developing global exchange projects, organizing tours and performances with artists outside the U.S.
- Student applicants
- Artists who are performing in festivals or touring outside of the U.S. or traveling abroad to meet with international presenters about performance opportunities
- Presenters, managers, agents, producers or artists based outside of the U.S.
- Board members of applicant organizations

AWARD FUNDING APPLICATION

All applications should be submitted through the online application system by the deadline indicated in the table above. Applications submitted via email will not be accepted. Applicants should prepare all of responses before beginning the online application. Refer to the relevant Application Preview provided on the CEF webpage to view the requested information ahead of time. Applicants cannot save incomplete applications or edit submitted applications. For questions or technical difficulties, contact Robbie Ottley, rottley@apap365.org.