



Welcome to the Nevada Touring Initiative. This project of the Nevada Arts Council (NAC) is made possible with funding from the National Endowment for the Arts and through partnerships with cultural institutions throughout the region.

The Nevada Touring Initiative (NTI) has been designed to provide affordable programming in the visual and literary arts to communities throughout the state—in rural and urban settings. Serving the demographics and economy of Nevada, NTI is intended to both stimulate and complement local cultural activity.

NTI has two components: the **Traveling Exhibition Program** and the **Tumblewords Program**. Both components provide outreach and educational services that enhance visual arts exhibits or literary readings.

INTRODUCTION TO THE TUMBLEWORDS PROGRAM

The Tumblewords Program offers writers who will be “in residence” in your community for a full day and can interact with a range of community members through informal outreach services. Tumblewords residencies are scheduled on a first-come, first-served basis contingent on funds available. The residency must include two different types of activities—a reading and a community outreach event—each of which targets and impacts a different audience.

Tumblewords sponsors often use local writing clubs or senior centers for these outreach activities, but the possibilities are limited only by your imagination—interviews on local radio shows or cable access stations, workshops for at-risk populations or informal lectures at the local bookstore or coffeehouse. All events must be open to the public unless they take place at venues that serve special populations, such as prisons, hospitals, senior centers, etc.

The scheduling of these residency activities is the joint responsibility of the sponsor and the artist. Don’t pass up this opportunity to build on your Tumblewords visit and make the most of the writers’ time in your community by welcoming them as guests and sharing their talent.

Who Can Sponsor A Tumblewords Residency?

An eligible sponsor can be any Nevada community-oriented, nonprofit organization with 501(c)3 status or currently registered as an agent of a governmental body (e.g., correctional institution, park district, college or public library) willing to undertake local responsibility for presenting Tumblewords events.

Tumblewords residency activities may be conducted with adults and/or high school age students either on-site at the sponsor’s facility or at other locations within the community. NAC cannot fund activities that are part of regular college and university curricula. However, if the residencies clearly exceed the regular curriculum or if the benefits are accessible to the general public, they may be eligible for funding. If your organization is interested in programs focused on kindergarten through high school students, please check out some of the opportunities in NAC’s Arts in Education Program.

Selecting A Writer

A sponsor may request up to three (3) Tumblewords residencies per year. There are two options for sponsors when selecting a writer(s):

Option 1: Tumblewords Roster Writer

Use the Tumblewords Roster, which features Nevada writers who are NAC Literary Arts Fellows and Governor’s Arts Awards recipients. Offering a range of work, styles, and experiences, the Tumblewords writers include published authors, novelists, poets and essayists.

Check out the Tumblewords roster on the NAC website at www.NevadaCulture.com. Each writer’s description includes a biography, a short description of their community workshop, three professional references and their contact information.

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Tumblewords Program Guidelines

Option 2: Non-Roster Writer

Select a professional writer from Nevada or elsewhere who is a published author of creative non-fiction, fiction, playwriting, poetry or writing for children and young adults, who meet one or more of the following publication criteria:

- a volume of short fiction or nonfiction
- a collection of short stories
- a novel or a play
- five (5) different short stories from literary journals, fiction as a portion of their format
- a book of poems and/or twenty (20) or more poems featured in literary journals, anthologies or publications that regularly include poetry as a portion of their format

The following writing MAY NOT be used to establish a writer's eligibility:

- scholarly writing or instructional writing
- journalism, editorials/letters to the editor
- self-publication and/or a vanity press publication

Residency Cost

Option 1: Writers on the Tumblewords Roster

NAC awards the sponsor a grant for the following:

- \$300 per residency for the writer's honorarium (reading/outreach activities)
- \$0.40 per mile travel, or airfare (whichever is least expensive).

As well:

- Writers cover the costs of their own meals.
- When necessary, the community sponsor provides lodging for the writers, either through motel accommodations or home-stays. The writer must agree to a home-stay.

Option 2: Non-Roster Writers.

NAC awards the sponsor a grant to support 50% of the residency cost (which should include all expenses; i.e., writer's honorarium, travel, per diem and lodging) to a maximum of \$450. Remember:

- Sponsors may not apply for other NAC grants to support Tumblewords residencies.
- All Tumblewords residencies are scheduled on a first-come, first-served basis until all funds are committed.

APPLYING FOR A RESIDENCY

STEP 1: Planning the Residency

One of the goals of NTI-Tumblewords Program is to increase audiences for literary arts events in communities throughout the state. During planning and production stages, involve as many people as possible from your community. Rely on members from your board, committee or organization to bring at least one friend, family member or neighbor to the reading. Determine which writers are appropriate for your community—consider your target audience and your organization's mission. Select a Tumblewords Sponsor who will be the local contact person responsible for facilitating the different components of the residency activities with the NTI Program Staff.

Residency Activities

Residency activities may be conducted with high school age students and/or adults, either on site at the sponsor's facility or at other locations within the community. Sponsors may include local arts agencies, arts organizations, community centers, senior centers, museums, libraries and colleges.

The Tumblewords residency **must include two different types of activities—a reading and a community outreach event—each of which targets and impacts a different audience.**

- A reading is the main literary activity for Tumblewords. It should be an open-to-the-public, free event at which a writer reads from his or her work. A reading can last between one to two hours depending on the preference of the writer.
- A community outreach event is an appearance or service by a writer (but not a formal reading) that is used to reach specific groups of people. The community outreach activity is both an educational and audience development tool, and can take place in a bookstore, community center, senior center, library, etc. Outreach events can include:
 - ~ **Workshop:** A range of writing activities set up as an informal class, usually for a small group so everyone can participate.
 - ~ **Master Class:** A more focused form of a workshop that usually concentrates on a specific form of writing; i.e., prose, poetry, personal essay or children's literature.
 - ~ **Lecture:** A structured presentation on literature that might focus on technique, history or writers and is often used to prepare audiences for future exposure to a particular writer and to literary events, in general.

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- ~ **Mini Reading:** A shorter version of the evening reading, usually offered to an audience that will not be attending the primary reading. For example—a lunch time reading for employees in a work place or senior center.

STEP 2: Coordinating Residency Activities

It is the Tumblewords Sponsor's responsibility to communicate with the writer regarding all of the residency components and requirements, including honorarium, travel, lodging, etc. Determine if your organization wants to use the **Option 1: Tumblewords Roster Writer** or **Option 2: Non-Roster Writer**. Before applying, the sponsor must call the writer to find out their availability discuss the proposed residency activities and cost requirements.

STEP 3: Application Process

Once your organization determines the writer(s) they would like to use, the Tumblewords Sponsor will fill out a **Tumblewords Application** indicating the name of the writer(s) and dates of the residency. Applications must be made at least eight weeks in advance of the planned residency. All sponsors may request up to three (3) residencies per year, and all residencies **MUST** include a reading and a community outreach activity. If your organization requests a **Option 2: Non-Roster Writer**, the Tumblewords Sponsor **MUST** include the following with your application:

- A copy of the writer's resume that clearly identifies the publication criteria and contact information, and
- Two (2) professional references from people who have first-hand knowledge of the writer's public readings and/or workshops. Please include names, titles and telephone numbers of references.

Fax the complete Tumblewords application to the NAC Carson City office 775.687.6688, and then mail us the original application.

STEP 4: Grant Management

NAC staff will review the organization's application for eligibility and completeness. Allow two weeks for this process. Approval of the application is based on the availability of funding contingent on a first-come, first-served basis.

Once NAC approves the residency application, the process includes:

1. NAC sends the sponsoring organization a Grant Management Packet that includes an Award Letter, Cash Request and Terms & Conditions form.
2. After receiving the Grant Management Packet, the Tumblewords Sponsor signs and returns the Cash Request and Terms & Conditions form to the NAC Carson City office.
3. After receiving the paperwork, NAC staff processes the grant paperwork and issues a payment to the sponsoring organization then sends the Tumblewords Sponsor a Residency Packet that includes:
 - Final Report
 - Sample Artist/Sponsor Contract
 - Writer's Evaluation & Receipt of Payment
 - Audience Evaluation
 - Sample Press Release

STEP 5: Pre-Residency Preparations

Before the residency date, the Tumblewords Sponsor works on the following:

- Work directly with the selected writer to plan and implement the residency. Discuss the residency dates and determine the possible outcomes of residency activities. Discuss logistics for both reading and community outreach activities.
- Schedule all Tumblewords logistics, for the writer as well as the residency activities; e.g., lodging, meals, audience set-up, staging, lighting, etc. Determine the person who will introduce the writer at each of the residency activities.
- Publicize the residency activities to the media, community members and local government officials. Acknowledge the appropriate agencies and organizations as outlined in the Tumblewords application.
- Contact NAC immediately if problems should arise with the scheduled residency.

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STEP 6: Day of the Residency

The day of the residency, the Tumblewords Sponsor meets the writer to finalize the residency activities and ask what he or she might like to be included in their introduction. During the introduction, let the audience know if the writer has brought books, tapes or other items to sell. If a public official is introducing the writer, make sure he or she has notes or a written speech ahead of time. Again, include a list of those to be credited for sponsoring the event as outlined in Tumblewords application.

Throughout the residency, the Tumblewords Sponsor documents the different activities by taking photographs or digital images of the writer interacting with different community members. After the residency activities, the Tumblewords Sponsor has them fill out a Writer's Evaluation and pays the writer.

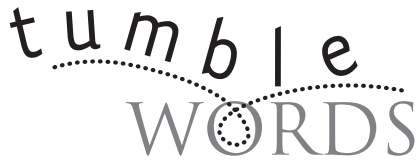
STEP 7: Final Reporting

Forty-five (45) days after the residency, the Tumblewords Sponsor is required to submit a Sponsor's Final Report and submit the following to the NAC Carson City office:

1. Final Report
2. Audience Evaluation Forms
3. Writer's Evaluation & Receipt of Payment
4. Writer/Sponsor's Contract
5. Residency Publicity including:
 - 2 copies of all residency press coverage. Please include the publication's name and date.
 - Samples of your institution's final printed materials such as announcements and invitations, programs, or publications. 2-3 copies of each would be appreciated, if possible.
 - Documentation (photographs or digital images of the reading, community outreach events and visitors) of your Tumblewords activities. Please provide as many "action shots" as possible including images of workshop/reading groups, etc. Digital images should be 300 dpi or higher. Images should be at least 3" x 3". Please make sure that the Nevada Arts Council has the right to reproduce the images you send us as we often use them in reports and publications. Any digital files may be emailed to NTI-Associate@nevadaculture.org.

Nevada Arts Council Assistance

NAC staff can guide both new and experienced sponsors through the steps necessary to present rewarding community arts events. Staff can provide information and technical assistance in such areas as planning, publicity and audience development. Please call the NTI Associate at 775.687.7108 or send email to NTI-Associate@nevadaculture.org.



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Tumblewords Program Application

Please read the Tumblewords Application Guidelines before filling out the application. Sponsors must apply at least six (6) weeks prior to the residency dates and may request up to three (3) residencies per year. All residencies are scheduled on a first-come, first-served basis until all funds are committed. Complete the two page application, fax it to the NAC office at 775-687-6688, and then mail original, signed application to NAC Carson City office.

APPLICANT INFORMATION

Tumblewords Sponsoring Organization: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Name of Primary Contact: _____

Phone: _____ Email: _____

APPLICATION QUESTIONS

Name of Writer: (First) _____ (Last) _____

At least eight weeks before the residency, it is the Tumblewords sponsor's responsibility to contact the writer and determine their availability. Have you contacted the writer? Yes No

Reading: _____

DATE

LOCATION

TIME-OF-DAY

Community Service Activity: _____

DATE

LOCATION

TIME-OF-DAY

Type of Writer, please check one:

Option 1: Tumblewords Roster Writer

Option 2: Non-Roster Writer - include additional materials listed on page 3.

RESIDENCY COSTS – NAC grant covers costs listed on page 2.

Honorarium: Tumblewords Roster Writer's Fee \$300
OR Non-Roster Writer's Fee _____

Travel: Cost of Airline Ticket _____
OR Total Mileage (number of miles x \$.40 per mile) _____

TERMS AND CONDITIONS

All NTI-Tumblewords Sponsors are required to read and adhere to the Terms and Conditions listed below:

Writer/Sponsor Responsibilities

- I. The **Tumblewords Sponsor** will work directly with the selected **Writer** to plan and implement the residency for the said Tumblewords time period. It is recommended that the **Writer** provide following:
- A. If necessary, make travel arrangement to and from the residency site with Sponsor.
 - B. Develop an appropriate venue for their public reading.
 - C. Work with Sponsor to design the reading and community outreach activities.
 - D. During the Tumblewords residency, conduct a reading and a community outreach activity.
 - E. Be available for the scheduled events and be flexible within that schedule.
 - F. Cover the costs of their meals during the Tumblewords residency.
 - G. After the Tumblewords activities, complete the Tumblewords Writer’s Evaluation and submit it to Sponsor.
- II. The **Sponsor** hereby engages and contracts the professional services of the **Writer** in conjunction with the NAC’s Tumblewords Program, and will provide the following services to the **Writer**:
- A. If necessary, make travel arrangements to and from the residency site with Writer
 - B. Schedule necessary facilities for Tumbleword’s events.
 - C. Arrange for technical requirements for Tumblewords’s events.
 - D. Provide information to **Writer** including lodging possibilities, restaurant schedules, travel routes, etc.
 - E. Publicize Tumblewords events in a timely and effective manner.
 - F. If necessary, provide lodging for the **Writer**.
 - G. Contact NAC office immediately if problems should arise.
 - H. Pay the **Writer** promptly after they complete the Tumblewords activities.

- III. The **Writer** will provide a reading and community outreach activity as outlined in the application.
- IV. The **Writer** will be paid for their professional services:
 - A. The **Sponsor** agrees to use the NAC Tumblewords grant to pay the Writer for their professional services after the **Writer** completes the residency activities and submits completed a Tumblewords Writer’s Evaluation.

Credit Rider Agreement

The Tumblewords program is available to Nevada communities with funds provided by the National Endowment for the Arts (NEA) and the Nevada Arts Council (NAC). Sponsors must clearly acknowledge support from NAC and NEA in their programs and related promotional materials. Acknowledgement should be given verbally before residency activities, and/or in text and graphically by using the NAC and NEA, logos, which can be down load on the NAC homepage at www.NevadaCulture.com.

Logos are to be used along with the following credit line: “The Tumblewords residency is funded, in part, by a grant from the Nevada Arts Council, a division of the Department of Cultural affairs, and the National Endowment for the Arts, a federal agency.”

Tumblewords Final Report

Forty-five (45) days after the completion of the Tumblewords activities, the Tumblewords Sponsor agrees to send the following to the NAC office:

- Final Report
- Audience Evaluations
- Writer’s Evaluation & Receipt of Writer’s Payment
- Writer/Sponsor Contract
- Tumblewords Publicity

The NTI-Tumblewords application serves as a written agreement between the Nevada Arts Council and the Tumblewords Sponsor. I have read and agree to the Tumblewords Terms & Conditions outlined above.

SIGNATURE OF AUTHORIZED SPONSOR REPRESENTATIVE, TITLE

DATE SIGNED

NAME OF SPONSORING ORGANIZATION

REMINDER: Make a copy of this application for your files. Fax completed application to the NAC office at 775-687-6688, then mail original signed application to:
Nevada Touring Initiative, Nevada Arts Council, 716 N. Carson Street, Suite A, Carson City, NV 89701