

ArtsForward Artist Collaborator Guide

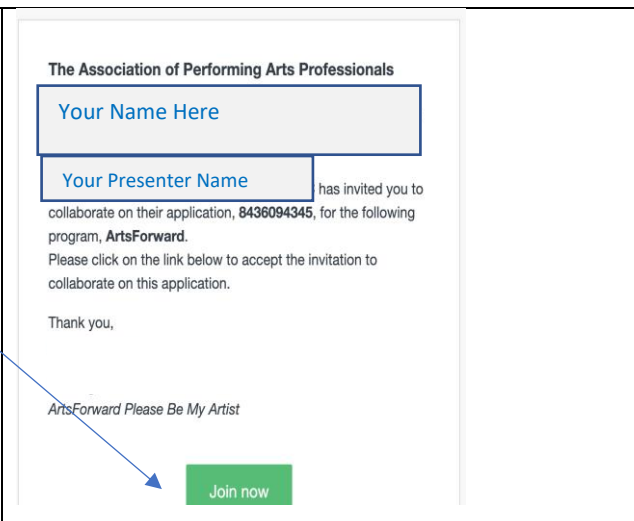


1. You must register within SurveyMonkey Apply as a collaborator on your application.

You are required to complete the Artist Collaboration Information and sign the Agreements and Signatures form. You have the option of providing the presenter clearance to sign on your behalf.

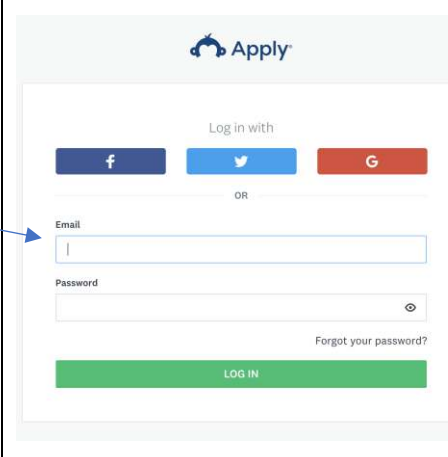
Once the presenter has invited you, you will receive an email at the email address you provided the presenter. Within the email, you will be able to [join the application](#) or [decline the invite](#).

The application is best completed on a computer, rather than a tablet or mobile device.



Upon clicking “**Join Now**” within the email, you will be able to either login or complete the registration process, depending on if you already have an account.

[Enter your name and create a password here.](#)



After accepting the request and logging in, the artist will have access to the application and can begin contributing to the application.

Here you will enter your contact information, demographics, and a short bio.

Important: Please note the following regarding who can see your information. You and the collaborating presenter will be able to see all responses within the entire application.

- The Artist Collaborator Information form requests information, including demographics, that should be provided directly by you.
- Only the presenter will be able to edit information on the Presenter Organization Information form.
- All parties will have access to edit the **Engagement Project Description** form and **Agreement and Signatures** form. You both may wish to agree on who is allowed to edit these forms.
- The questions you are to complete appear below. You may wish to prepare them in advance, but they **must be entered into the portal**
- Important: You must sign the application. Do so here.**

The screenshot displays the ArtsForward application interface. At the top left, it shows '2 of 5 tasks complete' with a progress bar and 'Last edited: Sep 30 2021 06:17 PM (EDT)'. Below this, there are two sections for collaborators: 'Collaborators' with a box labeled 'Your Email Appears Here.' and 'AA' with a box labeled 'Presenter's Email Appears Here.'. On the right, the 'ArtsForward' header includes a 'Preview' button and the ID '2434326721'. Below the header, there are tabs for 'APPLICATION' and 'ACTIVITY'. The main content area is titled 'Your tasks' and includes an 'Instructions' link. The task list is as follows:

Task Name	Status	Completion Date
Eligibility Questionnaire	Completed	Sep 30 2021 06:11 PM (EDT)
Organization Information	Completed	Sep 30 2021 06:17 PM (EDT)
Artist Collaborator Information	Pending	Collaborator only task
Engagement Project Description	Pending	
Agreements and Signatures	Pending	

To Edit your Information

Click on the three dots at the top of the Artist Collaborator Information Form.

Then Select Edit.

Be sure to select Mark as Complete afterward.

The screenshot shows the 'Artist Collaborator Information' form. At the top left, there is a green checkmark icon and a document icon. The title 'Artist Collaborator Information' is displayed, followed by the completion date and time: 'Completed Oct 2 2021 06:06 PM (EDT)'. In the top right corner, a blue-bordered box contains three dots, which has opened a dropdown menu with three options: 'Download', 'Reset', and 'Edit'. A blue arrow points from the text 'Then Select Edit.' to the 'Edit' option in the dropdown menu. Below the title, there is a section titled 'Artist Collaborator Information' with a sub-heading 'Tips for Completing this Form'. This section contains four bullet points: 'Refer to a field's help text for information about character limits.', 'The application platform does not accept bullets. Please use the "-" character or numerals to replicate bulleted items.', 'Only the artist applicant can make edits to fields within this particular form.', and 'Both the presenter and the artist applicants can see responses to all fields in this form.'. Below the tips, there is a label 'Legal Name (Artist or Ensemble)'. At the bottom of the form, there are three buttons: 'PREVIOUS' (grey), 'SAVE & CONTINUE EDITING' (grey), and 'MARK AS COMPLETE' (green). A blue arrow points from the text 'Be sure to select Mark as Complete afterward.' to the 'MARK AS COMPLETE' button.

Artist Collaborator Information
Completed Oct 2 2021 06:06 PM (EDT)

Artist Collaborator Information
Tips for Completing this Form

- Refer to a field's help text for information about character limits.
- The application platform does not accept bullets. Please use the "-" character or numerals to replicate bulleted items.
- Only the artist applicant can make edits to fields within this particular form.
- Both the presenter and the artist applicants can see responses to all fields in this form.

Legal Name (Artist or Ensemble)

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

ARTIST COLLABORATOR INFORMATION

To be completed by the artist or their representative. The artist may provide clearance for presenters to complete on their behalf. Upon submission, the presenter and artist will both be emailed to confirm that the application was submitted and signed by both parties.

Legal Name (Artist or Ensemble)

Popular Name (Artist or Ensemble)

Address

City

State

Zip Code

Phone

Website (If you do not have a website, list your primary social media account, if you have one):

Brief Artist or Ensemble Bio (Character limit: 800 inclusive of spaces)

Artist Preferred Pronouns (select all that apply):

-He/Him

-She/Hers

-They/Them

-Other (please specify)

List or describe the art form(s) and/or style(s) in which you work (Character limit: 100 inclusive of spaces):

Enter the information for your main contact throughout the application process, if different than yourself.

Artist or Ensemble Contact First Name

Artist or Ensemble Contact Last Name

Title (if applicable)

Email

Phone number (if different than above)

Relationship (agent, manager, other)

Do you work with an agent?

If your agent's contact information is different than above, please provide:

Agent's Organization (if applicable)

Agent's First Name

Agent's Last Name

Agent's Email

Agent's Phone Number

ARTIST COLLABORATOR INFORMATION (cont'd)

Demographics. For this funding program, APAP seeks to be inclusive and accessible to all artists. For this reason, we are requesting demographic information from applicants, including presenters and artists/ensembles. Completing this information will help us know whether we are achieving our objectives. Using percentages or proportions, or language that you prefer, please describe you, your artist/performers, staff, and, if relevant, board. All fields have a character limit of 125 inclusive of spaces.

Please note: Due to the limitations of the application portal, and our commitment to ensuring that artists have access to the application before it is submitted, all parties invited to collaborate on this application may see the information provided below. While we hope you are comfortable sharing this information, you may decline to state it.

Ethnicity	
Administrative and Artistic Staff	
Board	
Gender: Female, Male, Transgender, Nonbinary, Nonconforming, Two-spirit, In Other Ways (please describe), Decline to state	
Administrative and Artistic Staff	
Board	
Sexual Orientation: LGBTQIA2S+, Heterosexual, In Other ways (please describe), Decline to state	
Administrative and Artistic Staff	
Board	
Disability: Disabled, Nondisabled, In Other Ways (please describe), Decline to state	
Administrative and Artistic Staff	
Board	

ARTIST AGREEMENT

I acknowledge that I am aware of this application and agree to participate in the project as described throughout.

Artist Contact Signature