

[clmp]

COUNCIL OF LITERARY MAGAZINES AND PRESSES

New York State Literary Publishers' Travel Fund (NYTAP) GUIDELINES AND ELIGIBILITY

The New York State Publisher's Travel Fund is a component of CLMP's New York State Technical Assistance Program [NYTAP] made possible with public funds from the New York State Council on the Arts, a state agency.

ELIGIBILITY CRITERIA

- Applicant must be a New York State-based* CLMP member literary press or magazine. Non-members in NYS are welcome to apply for membership simultaneously with applying for travel funds. If unsure of your membership status, please call Robert Casper, Membership Manager, at 212-741-9110 x15. * *Registered as a charitable organization and/or have main business operations in New York State*
- Travel funds may be used only by primary staff members (editor, publisher, managing editor, business manager), not by interns or non-affiliated individuals, and may apply to the travel of a single individual only.
- Publishers may only receive one NYTAP Travel Fund stipend in 2005/06. Publishers who have received a Travel Fund in the last 18 months are ineligible to apply.
- **Applicants with annual budgets of more than \$35,000 must provide a 1:1 match for travel funds awarded.** There is no match requirement for publishers with budgets less than \$35,000. Need will be taken into consideration in the awarding of the funds.

REVIEW CRITERIA

- Applications must demonstrate that the travel funds will be used to take advantage of activities, opportunities and resources that contribute to the professional development and advancement of the organization. For example, projects related to marketing, fundraising and development, and organizational outreach and stability are eligible. The funds *may not* be used to directly fund the travel of authors published by the magazine or press.
- Travel stipends will be awarded based on the following: demonstrated value of the project to your organization; artistic excellence of publication; reasonableness of the proposed budget; completeness and quality of application and proposal; and financial need.

DEADLINE

- Applications are accepted on a rolling basis.
- Applications must be received at least **four weeks (28 days) before proposed dates of travel**. Applications will be accepted and reviewed on a rolling basis. Because there are a limited number of stipends and the process is competitive, you are encouraged to submit your application as early as possible and well in advance of the four weeks prior to your travel dates if possible.

AWARDING OF TRAVEL STIPENDS

- Priority will be given to publishers applying for travel within state and to publishers who have never been awarded a travel fund before. Priority will be given in the following order: 1) Upstate publishers travelling downstate; 2) Publishers travelling within the state of New York; 3) Publishers seeking funds to assist with travel out of state.
- CLMP may award stipends of a lesser amount than the amount requested based on the budgets submitted.
- Magazines and presses whose applications are accepted must pay for their expenses up front; CLMP will reimburse costs once travel is completed. All expenses must be documented and receipts submitted to CLMP before reimbursement.
- Travel stipend recipients are required to submit a brief final report describing the project for which travel was funded, to be submitted with all receipts.

QUESTIONS

- For more information, please call Jamie Schwartz, Programs Director, at 212-741-9110 x12 or email jschwartz@clmp.org.



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New York State Technical Assistance Program (NYTAP) Travel Fund Application

Name of person traveling _____ Title _____

Organization _____

Address _____

City/State/Zip _____

Phone _____ Fax: _____ Email: _____

Are you registered with New York State as a charitable organization? _yes no

I.) I am applying for travel funds for the following (you may only indicate one event or project):

(Please describe briefly the project or event for which you are applying for funds, including the intended dates i.e. "Consulting Sessions in New York City on April 5 and 6, 2006." You will have more space to describe your project in the Part IIa Narrative section.)

IIa.) Narrative: On a separate sheet of paper, please describe in detail the opportunity for which you are applying for travel funds and why it is important to your organization. Specifically, your response should address the following: What do you hope to achieve by attending/participating? What impact will this activity have on your organization immediately and/or in the long-term? How will the travel funds enable you to pursue this opportunity? Your response must be typed and must be between 300 and 350 words.

If you are applying for travel to AWP you are required to address the following in your narrative: Is this the first time your organization is attending the AWP Conference? If not, indicate the years in which you previously attended and if your organization exhibited at the book fair. Finally, is anyone on staff serving as a panelist this year?

IIb.) Attachments: If you are applying for funds to assist your organization in attending a conference or event, please attach any relevant brochures describing the event. (Photocopies are fine. It is not necessary to enclose AWP information) **Please note: Travel Funds cannot be applied towards registration fees.**

IIc.) Sample Issue/Title: Please enclose 2 copies of the most recent issue of your magazine or 2 copies each of a catalogue and recent title from your press.

III.) Organizational Annual Operating Budget: _____

Please attach documentation of your general operating budget, including all major sources of earned and contributed income. Please also indicate number of paid and volunteer staff. Organizations with budgets over \$35,000 must submit a copy of their 990 or last year's audit if available.

IV.) Proposed Budget: In the space provided below, please represent your estimated travel costs. Please be as realistic and reasonable as possible about your estimated expenses. Extra lines in each category are available for any necessary itemization of expenses. CLMP will award up to but not exceeding the amount you are requesting, with a maximum stipend of \$500. CLMP may also award stipends in an amount lower than that requested if budget appears unrealistic. **Organizations with Annual Budgets over \$35,000:** CLMP will require a 1:1 expenses match. (For example, if your total travel costs are \$500, you may request \$250 from CLMP.)

Expenses

Anticipated Costs

A.) Transportation

(Please specify if travel is by plane, car, train etc. Indicate incidental travel, i.e. "Cab ride to airport." For travel by car, CLMP reimburses 31 cents per mile)

Total Transportation: \$ _____

B.) Housing (Indicate # of nights_____)

Total Housing: \$ _____

C.) Food (please indicate the number of meals this is intended to cover:_____)

Total Food: \$ _____

D.) Total Anticipated Costs

\$ _____

E.) Amount Requested

\$ _____