



2020-21

# Run for the Arts Payment Form

Questions? Contact Josephine, Program Operations Manager,  
at 503-225-5900 x231

## INSTRUCTIONS

This form and supporting documents should be **submitted at least 2 weeks prior to a program's start date** (if applicable) and in no event later than June 23, 2021. Only use for 2020-21 school year expenses. A confirmation invoice will be sent to the school after processing.

## CHECK DETAILS

Make check payable to: \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_

Mail check to: \_\_\_\_\_  
Street Address City State Zip

## TYPE

*Choose One:*

**Non-Roster Arts Program (A)**

Any arts program (e.g. performance, residency, museum visit) that is not listed on Young Audiences' website. Services must be for and include students (i.e. funds cannot be used to commission artwork from an artist).

**Arts Supplies (B)**

All expenses must be intended for use in an arts experience for students (e.g. clay, sheet music, watercolor sets, marimbas, a kiln, cameras, etc.).

**Arts Services or Transportation (C)**

Payments to vendors that indirectly benefit the arts experiences of students (e.g. piano tuning, kiln repair, bus to symphony, rights to a play, etc.).

**Professional Development (D)**

Payment for teacher PD in the arts (only if program is intended to directly strengthen the arts experience of students).

**Please complete Section A, B, C, or D on the next page →**

## PURPOSE

Describe how the program, arts service or purchase will enhance the arts experiences of students:

## PAYMENT AND AUTHORIZATION:

The signature below authorizes Young Audiences to make a deduction from the school's Run for the Arts account to pay for this programming or expense that is equal to the amount described above **plus a 10% processing fee (Section A) or 5% processing fee (Section B & C)**. Artists will be paid according to the schedule detailed in the Statement of Fiscal Procedures.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_ District: \_\_\_\_\_

Person to contact with questions: \_\_\_\_\_ Email: \_\_\_\_\_

Email school confirmation invoice to: \_\_\_\_\_

**PLEASE RETURN THIS FORM AND ADDITIONAL DOCUMENTS TO YOUNG AUDIENCES**

## SECTION A

### *Non-Roster Arts Program*

If the check will go to the artist, also ask them for:

- an **invoice** that details their services and total fee
- an **IRS W-9**, if not on file with YA (call to confirm if unsure)
- a signed **Statement of Fiscal Procedures** (only needs to be submitted by an individual artist once per school year)

If the school already paid artist:

- Submit a copy of your **check** and their **invoice** with this form

Artist Name: \_\_\_\_\_ Artistic Discipline: \_\_\_\_\_

Start Date\*: \_\_\_\_\_ End Date: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_ Total Number of Students: \_\_\_\_\_

**Type of Program:**  Assembly/Performance: Number of Performances by Artist (not students): \_\_\_\_\_  
 Residency/Workshop: # Classrooms/Groups: \_\_\_ x Sessions per Group: \_\_\_ = Total Sessions: \_\_\_\_\_

\* Payment to Organizations is made on the pay date closest to the due date on their invoice or the first pay date after the program ends, if not stated. Payments to individual artists are based on the length of the program. More info here: <https://www.ya-or.org/run-for-the-arts/forms>

## SECTION B

### *Arts Supplies*

Itemized receipts/invoices (not order forms) are required for each item listed. Please **send copies**, not originals. If the invoices/receipts have clear descriptions, you don't need to re-write them in full below. Just write one receipt and the total per line.

	Description/Vendor	Quantity	Cost per Item	Item Total Cost
1				
2				
3				
4				
				Total:

## SECTION C

### *Arts Services or Transportation*

Please include their **invoice** with this form. Payments to individuals for services also require a **W-9**.

Description of Expense: \_\_\_\_\_

## SECTION D

### *Professional Development*

Please include their **invoice** and a **W-9** with this form.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Number of Teachers Participating: \_\_\_\_\_

Brief Description: \_\_\_\_\_

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