

**Memorandum of Understanding for  
WYOMING ARTIST, ARTS ORGANIZATION REPRESENTATIVE OR COMMUNITY  
LEADER TO ATTEND SEPTEMBER 24 & 25, 2009 ARTS SUMMIT AND PREPARE  
AN IN DEPTH EVALUATION OF THE SUMMIT AND THE ARTS IN WYOMING**

Agency:     **Wyoming Arts Council**, Cultural Resources Division  
                  Department of State Parks and Cultural Resources  
                  2320 Capitol Avenue  
                  Cheyenne, WY 82002  
                  307-777-7742

Contractor:   Name  
                  Address  
                  City, State, Zip Code  
                  Phone Number  
                  E-mail

The Wyoming Arts Council will provide travel stipends to artists, arts organization representatives (one per organization), and community leaders to help cover the costs of registration, travel and motel to attend the 2<sup>nd</sup> Biennial Arts Summit being held at Little America in Cheyenne on September 24 & 25, 2009 if the travel stipend applicant agrees to do an in depth evaluation comprised of both questions about the Arts Summit event and the state of the arts in Wyoming at the close of the Arts Summit. Applicants for a travel stipend will pay the appropriate fee when submitting their registration form and will be reimbursed in the amount of the appropriate travel stipend once the contract has been fulfilled.

The following travel stipends are available. Please check the option that applies to you, and indicate if you are an artist, arts organization representative (only one per organization allowed) or community leader:

Option 1.  Cheyenne resident artist, Cheyenne arts organization representative (insert name of organization),            or Cheyenne community leader (list position in community) may apply for **reimbursement of the Arts Summit Registration Fee**;

Option 2.  Wyoming artist , arts organization representative (insert name of organization)            or community leader (list position in Community)            traveling 50 miles or less to attend the Arts summit may apply for **\$150.00 in travel assistance**;

Option 3.  Wyoming artist, arts organization representative (insert name of organization)            or community leader (list position in community)            traveling more than 50 miles to attend the Arts Summit may apply for **\$300.00 in travel assistance**.

In exchange for the travel assistance, the Contractor will:

- Return this completed Memorandum of Understanding requesting Travel Assistance, and other accompanying paperwork (Summit Registration form and Tax Identification form) to the Wyoming Arts Council by postmark deadline of September 15, 2009
- Attend all sessions of the Arts Summit on September 24 & 25, 2009, and the Town Meeting at the end of the Arts Summit on September 25, 2009;
- Fill out a comprehensive evaluation form about the Arts Summit, and about the status of the arts in Wyoming before leaving Cheyenne on September 25, 2009.
- Turn in the completed evaluation form to the WAC staff before the travel stipend for reimbursement of travel expenses associated with the Arts Summit will be processed.

The Agency will:

- Accept requests for Travel Assistance postmarked by September 15, 2009;
- Provide the Arts Summit and Arts in Wyoming Evaluation Form at the Arts Summit Town Meeting on Friday, September 25, 2009;
- Submit reimbursement requests to the State of Wyoming on behalf of the Contractor for the appropriate amount stated above, based on their place of residence, once the completed evaluation form has been turned in to the WAC on September 25, 2009

Contract Period: September 24-25, 2009

Payment Agreement:

Contractor will be reimbursed for travel expenses not to exceed the above stated amounts, based on their place of residence, after turning in completed evaluation form.

Travel: Contractor will travel to Cheyenne from his or her place of residence

Miscellaneous Expenses: None

Compensation Amount:

Option 1. \$100 Registration Fee

Option 2. \$150.00

Option 3. \$300.00

\_\_\_\_\_  
Contractor – Wyoming Artist, Arts Org. Rep. or Community Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wyoming Arts Council Manager, Rita Basom

\_\_\_\_\_  
Date