



75 Broad Street, Suite 304 | New York, NY 10004
p: 212.278.8111 | f: 212.278.8555

ART SECOND QUARTER MENTOR REPORT FORM

April - June 2017

Please submit this report by July 17

ARTIST _____

MENTOR _____

Instructions:

The Second Quarter Mentor Report Form documents the extent to which the artist's capacity building goals and tasks have been implemented with your guidance from April-June 2017.

There may not be activity to record in each area; if so, write NA. Looking forward, this report may include projected plans to aid the artist for the next quarter (July-September 2017) if those plans are in place at the time this report is submitted. Contact Hollis Headrick, A.R.T. Research, hollisheadrick@gmail.com with any questions. Thank you.



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ARTISTIC VISION & PROCESS

Please describe changes in these areas:

- Mission and artistic vision
- Creative process and how that translates to studio time, dancers, musicians and other staff or collaborator needs
- Planned performances scheduled in the coming months
- Compensation for the artist and dancers
- Paid for engagement or by hours or a combination of both
- Hourly pay
- Benefits
- Other roles that dancers play to support company operations

GOALS

- Increase performance opportunities
- Priorities – short-term and long term
- Challenges in this area

PROJECTED MENTOR PLAN

July-September 2017 (if applicable)

INCOME (EARNED & UNEARNED)

Please describe changes in these areas:

Earned income

- Box office receipts
- Teaching or commissioning income not appearing on financials
- Other earned income

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Established 1976. Mara Greenberg, Director



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Unearned income

- Government or foundation grants
- Type of grants – i.e. performance, space, commissions, capacity building
- Grant writing responsibilities
- The number of individuals in the donor base
- Donations from individuals
- The range of gifts i.e. \$20 to \$10000; median gift

Fundraising activities

(direct mail or email appeal, event, Kickstarter, other)

Updated financials/budgets reflecting the current position as of January 2017

(please attach if applicable)

GOALS

Increase earned and/or unearned income; challenges in this area

PROJECTED MENTOR PLAN

July–September 2017 (if applicable)

ADMINISTRATIVE STRUCTURE

Please describe changes in these areas:

Administrative structure

- Individuals filling multiple roles
- Number of part-time employees and hours worked by each

Staff assistance for mentor activities

Describe the extent to which the artist's support staff has assisted your work. Report any challenges in this area and/or recommendations to promote the cooperation among the artist, support staff and mentor

Capacity to promote and market performances, workshops, etc.

Board of Directors (if applicable)

- Changes in the number of board members
- Board roles and expertise (advisory, financial oversight, fundraising)
- Giving requirements

GOALS

Address deficiencies in administration structure – i.e. create a 501(c)3, hire administrative staff (f/t or p/t), etc. Describe the challenges in this area

PROJECTED MENTOR PLAN

July–September 2017 (if applicable)



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A.R.T. SERVICES AND OPPORTUNITIES FROM PENTACLE

Has the artist received assistance from A.R.T. administrators and/or other Pentacle staff?

If so, please describe.

Has the artist taken advantage of announcements and initiatives from Pentacle, i.e., calls for choreography submissions, festivals participation, grant opportunities, etc.?

OTHER COMMENTS

Please include other relevant comments not addressed above