

NAME OF PROJECT
Letter of Agreement

Date: DATE

By and between: CONTRACTING ORGANIZATION
MAILING ADDRESS
CITY, STATE, ZIP
PHONE
CONTACT NAME
CONTACT EMAIL

CONTRACTOR
MAILING ADDRESS
CITY, STATE, ZIP
PHONE
CONTRACTOR EMAIL

Regarding: DESCRIBE FIELDWORK PROJECT AND INDICATE LOCATION

NAME OF CONTRACTING ORGANIZATION (sometimes called “Abbreviation”) and
NAME OF CONTRACTOR (sometimes called “Contractor”) as Parties to the Agreement,
hereby agree as follows:

- A. **Scope of Services:** The Contractor will provide the services for the NAME OF PROJECT as detailed in Attachment A, a proposal from the Contractor to research DESCRIBE FIELWORK FOCUS organizations and artists in LOCATION. Contractor will conduct research in LOCATION.
- B. **Deliverables and Timeline.** Payment will be based on submission of the following deliverables by DATE. Contractor will submit a field report, an interpretive essay, and fieldwork materials (photos, sound recordings, field notes) according to Attachment B: Instructions for Submitting Materials.

After submission of written deliverables, NAME OF CONTRACT MONITOR, the contract monitor, will review and return them for clarifications. Contractor must respond to the request for clarifications within 30 days and no later than DATE.

- C. **Payment Schedule.** In exchange for these services, the Contractors will receive a total payment of \$_____ for a total of ___ days. Payment will be made in four installments based on invoices submitted to Contract Monitor and approved for payment.
1. A first payment of \$_____ will be paid upon execution of this agreement.
 2. A second payment of \$_____ will be paid upon completion of fieldwork.
 3. A third payment of \$_____ will be paid upon first submission and approval of deliverables.
 3. A fourth and final payment of \$_____ will be paid upon submission and approval of clarifications.

Out of pocket expenses incurred by the Contractor shall not be reimbursed except as noted elsewhere in this Agreement.

- D. Approval Process. Contractor will submit deliverables and an invoice for approval to Contract Monitor. Contractor will submit all written deliverables in the SPECIFY FORMAT by email to CONTRACT MONITOR EMAIL. If any documents cannot be submitted by email, Contractor will send them to MAILING ADDRESS. Payments shall be made by ORGANIZATION within thirty (30) days of receipt of written invoice by Contract Monitor from Contractor if approved.
- E. Contractor understands and agrees that work associated with this Agreement is of a short-term, contract nature. Contractor understands and agrees that they are not employees of the Contracting Organization. Contractor shall be responsible for the payment of his/her own employment expenses and benefits, including any and all taxes.
- F. Contractor will retain for-profit and not-for-profit rights of essays and photographs. The Contracting Organization will retain not-for-profit rights to the research, essay, and photographs.
- G. Amendments to this contract must be agreed upon by all parties and approved by the Contracting Organization in advance of DATE. The budget will be prorated to the amount of work completed.

If, through any cause, the Contracting Organization or Contractor shall fail in a timely and proper manner to fulfill the obligations under this agreement, the other party shall have the right to terminate the agreement.

Contractor Name

Date

Contractor Federal ID/SS Number

NAME, Executive Director

Date

NAME OF CONTRACTING ORGANIZATION

Attachment A – Proposal submitted by the Contractor
Attachment B – Instructions for submitting deliverables

**ATTACHMENT B:
NAME OF PROJECT
Instructions for
Submitting Deliverables**

These instructions are for all contractors participating in the NAME OF PROJECT. Some sections detailed here do not apply to all contracts. Check your contract for additional details.

Submitting your materials is a two-step process. After you submit, I will return the field report along with the essay and, possibly, other field materials with a request for clarifications. I will make small edits such as punctuation and spelling, and mark in red changes that you need to check. I will also embed questions in each document. All of your materials will be public documents. The primary audience is other researchers, but some members of the community may read it also.

Remember to let me know about any events that would be appropriate for me to attend. This will help us get to know the community for when we work with them.

CONTRACT MONITOR

DELIVERABLES

A. Field Report. Use the template below to prepare your field report. You must address each section unless your contract specifies that you will not cover some issues. You may add sections that are pertinent to your project. Examples are available.

B. Essay. The essay should be written for the general public and should be from 1500 to 5000 words in length. In the essay, I will insert [photo] to indicate that a photo at this point would enhance the essay. You may also do this to indicate your recommendations. When I return the essay for clarifications, you may respond to my suggestions. I will mark specific questions in red. See template blow. Examples of other field reports are available.

If the topic of your essay was not specified in your proposal, remember that it has to be approved in advance.

C/D. Photo Log and Photo Captions/Essays. Submit a Photo Log with information on each photo. You must submit a minimum of at least 10 images, but you may submit as many as you wish. We prefer that you submit more since it's difficult to know which photos will be needed for future projects such as museum exhibits.

E. Folklife Survey Form/Releases. Note in the field report whether releases are signed. If they are not, say why they aren't and whether the signature will or can be obtained.

F. Interview Transcript, Log, or Summary. You may either transcribe the interview or provide an interview log/summary. Interview logs need to be a summary rather than a log of key terms. Use complete sentences and provide enough context and details that someone not familiar with the culture will understand it. For example, provide complete names of places/buildings/structures/organizations and some explanation of events referenced, especially if it is not addressed in the essay. State whether anyone else is present during the interview and

identify them. If the interview is in a language other than English, provide a tape summary in English. See template below.

G. Audio recordings. File names should refer to the Audio log and field report which should include date, interviewee, interviewer, location, and subject of interview. Submit digital recordings. Indicate the language of the interview.

H/I. Photos and Photo Releases. Submit on CD or DVD, or if you have access to a web upload site, you may deliver them via the Internet. Submit Photo Releases only when photos include people who did not sign an Interview release and are prominently featured on a photo. These are needed for photos of people in non-public settings who did not sign a Folklife Survey form/release.

Photos must be submitted as high-resolution digital images. Do not submit low-resolution images. Digital Images must be captured using a 3.0 (or higher) megapixel camera set to best or highest resolution.

Invoicing

An invoice template in Excel is available upon request.

Letter of Introduction

A Letter of Introduction from the contracting organization is available for you to use. It is also available in Spanish.

Template for

NAME OF PROJECT Field Report

TITLE OF YOUR PROJECT

Your Name

Date Submitted

1. Description of project and group documented.

Provide a general overview of the community that includes why and when the group arrived in Louisiana, a brief summary of census data (provided by CONTRACTING ORGANIZATION), and the general story of their arrival according to the community. You do not have to do library research or interviews other than ones you are contracted to do. Draw on your prior, general knowledge of the community and the interviews. Include a general demographic overview that includes language groups, religions, and classes represented here. For example, are they highly educated professionals, a strong business community, laborers, or a diverse community with all classes and income groups represented here? Are they from different regions of the home country or from one segment of it? Why did they immigrate to this location? Did they immigrate for education or jobs? Or did they come as war, economic, or political refugees? You may reference publications if this information has been published. Provide the community's estimate of how many people are in a language group or religious group. Do the different groups socialize together?

Describe your research methods and strategies. Provide a timeline. Describe events you observed or documented that are not covered in your essay. Discuss what you did and to whom you talked other than the taped interviews. In other words, what happened? What did you do? What events did you observe? Who did you talk to other than those interviewed? If other researchers participated, clearly state who did what.

Include a general statement about the community's competency in English, whether interviews were in English, whether a translator would be needed in future research or in meetings, whether the release form needs to be translated and into what language, whether it is important for future fieldworkers to speak the community's language. Can you recommend translators for researchers who don't speak the language?

Discuss the social networks of the community/group and how they may help address the needs of the population or participate in developing a cultural plan. These networks may include brokers or sponsors who facilitate and introduce new people into the community; church support and activities; social clubs or organizations; welcoming committees; etc.

Discuss whether there are different segments of this community, such as religious or political segments. If your work focused on only one segment of the community, do you feel that your observations are equally applicable to all groups? Do we need to take into consideration different groups within the community in future fieldwork contracts? In other words, is there more than one community to document?

If these topics are not addressed in your essay, discuss general responses to the following interview questions: What do you or your family do to maintain your cultural identity here? (language, food, religious or spiritual participation, culture/language schools for children, home altars, music, craft traditions, holidays, traditional hobbies and/or occupations such as gardening,

fishing). What difficulties, if any, do you face maintaining your culture here? What do you think is the most valuable thing for the public to know about your culture?

If appropriate, include a brief, general discussion about the impact of recent natural or other disasters on the community.

If the community uses a naming convention other than First name/Last name, indicate in your report their given name and surname. For example: "Vietnamese naming conventions list an individual's family name and then given name. People are generally referred to by an appropriate title and their first names. Where appropriate, I have capitalized first names."

If you used the same questions for most interviews, you may include a summary of the answers received to each question. See suggested questions in the Request for Proposal.

After you submit your report and materials, the Contract Monitor will help the community develop a cultural plan that will identify priorities in arts programming and future research. Recommend how this process should happen. Who should attend? Should it be one large meeting or several small meetings: Where should the meetings(s) take place? Does it need to be in a space in their community or a public space such as a library? Do you think the community would want to collaborate on one large project? Or would different groups want to do their own projects?

Example of a Field Report:

Available upon request.

2. List of All Materials Submitted.

Photo log and number of photos submitted.

Number of Interview logs submitted.

Number of Audiotapes submitted.

Essay

Number of release forms

Number of photo release forms

Number of additional folklife survey forms for people not interviewed.

List names and affiliation/tradition/art form.

Example:

Photo log for 90 photographs

Interview logs and tapes for each interview above

Essay

6 Release forms

Additional folklife survey forms submitted for:

Last name FIRSTNAME, president of the Organization in City, who practices _____ tradition.

3. List of Media Submitted.

Use this format for each item submitted:

Interviews by _____, in _____ (What language?)

Date, Interviewee's Name, person's tradition/art form, organizational affiliation and position.

Photos: Number submitted and photo log numbers. Describe subject.

Audiotape submitted: yes/no

Interview log submitted: yes/no

Release form signed: yes/no

Interviewed by: (if more than one interviewer participated)

Interview topic/summary: (if separate interview log is submitted)

Language of Interview:

4. List of artists identified.

Include a brief description of their work, contact information and how they could be presented publicly, such as music performances, craft demonstrations, foodways demonstrations, and storytelling.

5. List of key organizations, groups, businesses, and community members. (Religious organizations, social clubs, cultural groups, schools, children's programs, etc.) Indicate why they are being listed. For example, should they receive information about arts services? Would they serve as community liaisons or translators? For individuals, include organizational affiliation, address, phone, and email. For individuals without organizational affiliations, indicate why you recommend them. For organizations, include a contact and what that person's role is (priest, board chair, secretary). Indicate if you had contact with a site or person or if they were recommended by someone else.

Indicate three key individuals to be considered for the Project Advisory Council, in order of priority.

6. List of community members recommended as Grants Panelists.

These would be community members that you recommend to serve on future grant panels. Include organizational affiliation, address, phone, email, and one sentence or phrase why you recommend them.

7. List of artifacts or displays recommended for a future museum exhibit.

8. Glossary of important events and terms.

Provide additional information for those discussed in interviews or essay that need more context. Include pronunciation guidance, if appropriate.

9. Discuss or list your recommendations for future research and/or other fieldworkers.

If you do not want to continue with this research in the future, recommending other fieldworkers is especially important.

10. Bibliography. If you have a short bibliography that would help future research and work with the community, please include it.

Template for
NAME OF PROJECT
Essay

Title of Essay
By Your Name

Essay for general public of 1500 – 5000 words depending on your contract.

Use 1-inch margins, 12 pt. font, and double space.

Submit in MS Word.

At the end of the essay will be a brief bio of you.

EXAMPLE OF BIO

CONTRACTOR NAME is an independent researcher and college educator in CITY, STATE.
This article was prepared as part of the NAME OF PROJECT.

Template for
NAME OF PROJECT
Photo Log

Submit one for each photographer. You will likely have to adapt this depending on the number of photographs you submit, the number of photographers, the number of different subjects and individuals featured. Below are two types of approaches. Just be sure to provide all the information for each image. Indicate which photos you recommend including with the essay online.

PHOTO 1

Photographer:

Date:

Location:

Subject:

Caption or Essay:

PHOTO 1 –10

Photographer:

Date:

Location:

Caption or Essay:

1. Subject...

2. Subject...

3-10. Subject...

Template for
NAME OF PROJECT
Audio Recording Logs/Index
Or
Interview Summary

Name of interviewer:

Physical or mailing address/City/State/Zip:

Telephone:

Email:

Organization:

Full name of the person interviewed:

Are other people present? If yes, provide names:

Audio file format:

Date of Recording:

Location:

Estimated length of recording (in minutes):

Did the interviewee request a copy of the recording? Yes/No

Have you included additional materials, other than the recording? Yes/No

If yes, are you submitting the Photo Log? Yes/No

Folklife Survey Form/Release? Yes/No

EXAMPLE OF A TAPE LOG OR TRANSCRIPTION

Listen to the interview and list the topics discussed in the interview. Use complete sentences or phrases that are understandable in the example. As you listen to the tape, write the topic the person is discussing. Note the time that topics change or just every five minutes write down the time (ex: "5 min", "10 min") and the topic being discussed. If more than one person is recorded, indicate the speaker with their initials.

Minute Mark
EXAMPLE 1

Topics presented in order of discussion on recording

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Arrived to the U.S. 1975, father came to New Orleans, wanted to live in warm area, visited and decided to stay; six children, three born in U.S.; children in U.S., one in Atlanta

EXAMPLE 2

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Vietnamese culture, 150 meanings of culture, need to distinguish culture and "civilization," Le (rites) in the family, wedding, way of behaving with students or friends, Confucius talked about "Le nhac" brings together the importance of ritual (le) and music (nhac); music helps to convey the importance of the ritual; Vietnamese culture closely related to music

EXAMPLE OF AN AUDIO SUMMARY—FOR INTERVIEWS NOT IN ENGLISH

On DATE, CONTRACTOR interviewed NAME OF INTERVIEWEE, who is DESCRIBE REASON FOR BEING INTERVIEWED, in LANGUAGE. Below is a summary of that interview.

1. Question One
2. Question Two