



Culture Push | 241 E. 7th St. #3C New York, NY 10009
917-306-6363 | cp@culturepush.org | culturepush.org

Culture Push Associated Artist

// Agreement

This Associated Artist Agreement ("Agreement") sets forth the terms of the association between **Culture Push, Inc.** and ("Associated Artist") to cover the period **[Month] [Year]** through **[Month] [Year] (12 months)**. The purpose of the relationship between Culture Push and the Associated Artist is to support (the "Project") with resources as put forth here and in the enclosed documents. The relationship with the Associated Artist will be considered approved only after final execution of this document, is made subject to the following terms and conditions:

1. CONTRACTING PARTIES

Culture Push, Inc. having a mailing address at
241 East 7th Street, Suite 3C, New York, NY 10009
Clarinda Mac Low, "Executive Director" of Culture Push, Inc.

, artist
Mailing address:

Email address:

Phone number:

Website:

IG Handle:

Preferred payment method, Zelle or mailed bank check:

If Zelle, please include preferred email or phone number:

1.1 STAFF CONTACTS

Main Address: cp@culturepush.org
Executive Director, Clarinda Mac Low: cml@culturepush.org
Administrative Collaborator, Constantine Jones: cjones@culturepush.org
Black Utopian Fellowship Director, Denae Howard: buf@culturepush.org
Disability Activist & Access Doula, Moira Williams: moira@culturepush.org
Publications Manager, Surabhi Naik: cpsocial@culturepush.org
Accounts Manager, Sneha Ganguly: accounts@culturepush.org

1.2 RESOURCE PAGE

A comprehensive Resource Page can be found on the Culture Push website here:

<https://www.culturepush.org/resources>

Please refer to this page should you have any questions before reaching out to Culture Push.



2. MEETINGS & REPORTING

2.1. The Associated Artist agrees to participate in the following meetings and submit the following reports and communications to Culture Push:

a) Initial and Subsequent Associated Artists' Meetings: The Associated Artist will participate in the initial Associated Artists meeting and at least one other Associated Artists' meeting (see [Guidelines](#)). Associated Artists are also warmly invited to join any of the meetings and workshops below:

- All-Fellows Meeting #1: Thursday Jan. 15, 6-8 OR Sunday Jan. 18, 2-4 (In person) (to be determined through a Google form or at the first meeting with staff.)
- Image description dinner (Zoom) - **Weds. February 11**
- All-Fellows Meeting #2: **Weds. March 11** - 5:30-8:30 PM (In person)
- Cohort Workshop #1: Fellowship 101s (Zoom) - **Thurs. March 19**, 6-8 PM
- Cohort Workshop #2: Disability Justice Workshop (Zoom) - **Weds. April 29**, 6-8 PM
- Cohort Workshop #3: Moving In, Out, and WITH Community (Zoom) - **Thurs. May 21**, 6-8 PM
- Cohort Workshop #4: Creative Share (Zoom) - **Thurs. August 13**, 6-8 PM
- Cohort Workshop #5: Black August - **Sunday August 9** (daytime)
- Cohort Workshop #6: Archiving and Historical Record (Zoom) - **Tues. Sept. 17**, 6-8 PM
- All-Fellows EOY Celebration: **Sat. Dec. 12** (In person)

b) Public Presentation: Towards the middle or end of the Associated Artist's term, the Associated Artist will participate in an informal presentation of their ideas in a public forum. The exact nature of this forum will be determined in collaboration with the staff of Culture Push. Show Don't Tell Symposium: **Oct 16-18** (In person)

c) Event Notification. Associated Artists will inform Culture Push staff in advance of any public presentations or events associated with the Project via email according to the Guidelines enclosed with this Agreement. For any paid events, the Associated Artist will provide two complimentary tickets to Culture Push upon request.

d) Documentation. Culture Push requests photo and video documentation of presentations or events mounted as part of the Project following each event. Culture Push retains the right to publish these materials in web and print materials promoting the Project and the Associated Artists program, unless otherwise specified by the Associated Artist or agreed between the artist and the Executive Director.

f) Final Report, including a narrative that describes the outcomes of the project. Final reports are due within thirty (30) days following the conclusion of the Associated Artist's term. Please refer to the enclosed reporting requirements when preparing your reports.

3. PAYMENTS



3.1. A partial payment of **\$300** will be made by Culture Push in **[Month] [Year]**, provided that one fully executed copy of this Agreement has been received by Culture Push by xxx, xx, 202x. A final payment of **\$300** will be made after a Final Report has been submitted (see [Reporting Guidelines](#)).

3.2. To receive payment, the Associated Artist will submit an invoice based on [this template](#) to accounts@culturepush.org

4. ACKNOWLEDGMENT OF SUPPORT

4.1. The Associated Artist is required to include the following language on any programs, press releases and other printed material related to activities supported by the Culture Push.

“This project is made possible in part by support from Culture Push, Inc.”

In addition, during the association period, the Associated Artist will credit Culture Push, Inc. in all programs, press releases, and other printed or electronic materials wherein the Associated Artist lists their contributors.

Logos for Culture Push should be included in promotional materials where complete credit language is not possible due to space limitations or in cases where all funder logos are displayed. Logos will be provided electronically by Culture Push staff with adequate advance notice of publishing promotional materials.

4.2. Culture Push reserves the right to include information relating to the Project in Culture Push's newsletters, news releases or in any other materials issued by or on behalf of Culture Push. Please follow the Guidelines for information on submitting text for email and social media promotion.

5. TAX-RELATED AND LEGAL COMPLIANCE

5.1. By accepting this association, the Associated Artist agrees to comply with all applicable State, City, and Federal laws, ordinances, codes, and regulations, which affect the project. In addition, the Associated Artist shall comply with not-for-profit rules forbidding the carrying of propaganda or otherwise attempting to influence legislation or intervention in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office which affect the project. The Associated Artist shall, at their own expense, obtain all permits, licenses and approvals required and shall comply with all laws in connection herewith.

5.2 The Associated Artist warrants that it will use all necessary professional skill and care in creating the Project. The Associated Artist agrees they will not knowingly engage in any actions, which would adversely affect Culture Push and will exert good faith efforts to fulfill the commitments in accordance with the terms of the Agreement.



6. INSURANCE & LIABILITY

6.1. The Associated Artist shall perform the Project as an independent contractor of Culture Push, and the Associated Artist's staff, personnel, performers and volunteers shall not act as agents of Culture Push.

6.2. Culture Push undertakes no responsibilities with respect to life, health, accident, travel or any other insurance coverage for any person, which may be necessary or desirable for the purpose of this Agreement or for any personnel performing such Project by the Associated Artist.

6.3. The Associated Artist agrees it will be solely responsible for its personnel, staff, performers, and volunteers including with respect to life, health, accident, travel or any other insurance coverage, which may be necessary or desirable for the purpose of this Agreement.

7. TERMINATION

7.1. Culture Push may, at its sole discretion, upon its finding and its written notice to the Associated Artist of such finding that the Associated Artist's obligations under this Agreement have not been satisfactorily executed, terminate the relationship with the Associated Artist.

7.2. In the event the Associated Artist is unable to carry out the Project required under this Agreement, it may terminate this Agreement by giving thirty (30) days' written notice to Culture Push.

8. NO ASSIGNMENT

The Associated Artist may not assign or otherwise transfer any of its rights or delegate any of its obligations under the Agreement or with respect to the relationship.

9. GENERAL PROVISIONS

9.1. This Agreement shall be governed by the laws of the State of New York.

9.2. No modification of, or change in this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

Acceptance by Culture Push:



Culture Push | 241 E. 7th St. #3C New York, NY 10009
917-306-6363 | cp@culturepush.org | culturepush.org

Print _____ Clarinda Mac Low _____

Sign _____ Date: _____
Executive Director

Accepted and Agreed on behalf of the Associated Artist:

Print _____

Sign _____ Date: _____