

## NOI Full Text

**Project Goals** – To serve as a catalyst in the revitalization of Lowell’s economic and cultural environments through the presentation of the finest in traditional music, dance, crafts, and the cultural treasures within Lowell National Historical Park and Preservation District.

**Project Objectives** – The objective of this Agreement is to provide ethnic and cultural events based on NPS themes at Lowell National Historical Park.

- Share cultural traditions between people from all walks of life so that we can better appreciate and learn about each other’s’ cultural differences and the generations of people that have worked to preserve and pass down those traditions which make us unique.
- Invite new and returning visitors to Lowell MA to introduce them to all that Lowell has to offer, thus helping to propagate Lowell’s cultural and economic revitalization.
- Work collaboratively to present a festival that preserves and interprets

Lowell’s rich cultural heritage, as reflected in the ethnic diversity and preserved traditions of its citizens.

### A. Recipient Responsibilities:

The Lowell Festival Foundation will:

Produce, manage, and assume full financial responsibility for the events described below. This includes securing sponsorships, budgeting, cash management, bill payment, payroll for event crew and production staff, managing accounts, and securing an audit at the end of the program year to assure compliance with Generally Accepted Accounting Principles. Lowell Festival Foundation will obtain Special Use Permits or other appropriate approvals prior to undertaking activities in a park unit. Lowell Festival Foundation will secure liability insurance and workers compensation, listing the United States of America as a named insured prior to the start of activities funded under this agreement.

#### 1) 34th Annual Lowell Folk Festival, July 23 - 25, 2021

Partners include Lowell National Historical Park, National Council for the Traditional Arts, Greater Merrimack Valley Convention and Visitors Bureau, and the City of Lowell.

#### a. Contract for artists, musicians, and performers.

- b. Contract for artist and staff lodging, and the crafts area. The crafts area is only for demonstration purposes and no crafts will be sold.
  - c. Develop income generating projects to support festival sustainability, including sponsorships, merchandise, and food sales.
  - d. Coordinate event logistics.
  - e. Recruit for event volunteers.
  - f. Provide volunteer shirts, training, and appreciation programs to Volunteers In Parks personnel.
  - g. Utilize assigned space in Park Headquarters in accordance with NPS fire and safety guidelines.
  - h. Provide support to folk festival production elements such as sound, lights, and stage.
  - i. All of the agreed-upon space is for non-exclusive use of LFF and must be requested no later than two weeks prior to requested use. Parking is not provided through this agreement.
  - j. This is a non-ticketed festival that is free and open to the public.
- 2) The Recipient shall carry out the above responsibilities in accordance with the terms and conditions stated herein. The Recipient shall adhere to Federal, state, and local laws, regulations, and codes, as applicable.

#### NPS Responsibilities

- A. Work with the Lowell Festival Foundation on developing, planning, coordinating, and presenting cultural activities, programs, and production for the Lowell Folk Festival.
- B. Participate in planning and coordinating meetings with the producing partners.
- C. Provide use of the agreed-upon fully equipped office space on the third floor of the Park's Headquarters totaling 235 square feet and also, for intermittent use when available, the conference room on the second floor for the planning and presentation of the Lowell Folk Festival.
- D. Recruit event volunteers in the Volunteers In Parks (VIP) program.
- E. Provide financial support for these events as defined in Article XII. NPS funds will be used in accordance with the attached budget.
- F. Provide the LFF staff with government-owned cell phones for official uses, and the performance of assigned duties (see 18 U.S.C 641). For the duration of this agreement the employees are authorized for such use.
- G. Consider applications from LFF for Special Use Permits and other appropriate legal instruments to authorize activities that are appropriate under NPS policy.