

CHILDREN'S THEATRE FOUNDATION OF AMERICA – CTFA Aurand Harris Grants and Fellowship Fund



2019 Application Materials and Instructions for Small and Mid-Sized Theatre Grants and Individual Theatre Artist Fellowships

These grants benefit the field of theatre for children & youth; the utilization of drama or theatre in education for children grades K-12; or opportunities for theatre artists working in these fields.

Our Mission: The Children's Theatre Foundation challenges and supports theatre artists to achieve excellence in service to young people.

We Value: *Children and Youth *The Art of Theatre *Excellence *Innovation *Equity *Diversity *Inclusion.

To honor Aurand Harris' intentions, theatre grant applications will be evaluated on their impact in their environment and in their specific communities to promote theatre and bring the live theatre experience to children throughout the country. Applications will also be evaluated in light of CTFA's Mission and Values.

CTFA is currently committed to dismantling institutional and structural racism in the field of Theatre for Young Audiences and will give preference to applicants who demonstrate their work toward this goal --either generally, or through the proposed project. (*See full Diversity Statement on the CTFA website: www.childrenstheatrefoundation.org.*)

WHO MAY APPLY

501c3 IRS certified Not-for-profit theatres in the USA, established for at least 3 year consecutive years, possessing a public record of artistic quality and with an annual operating budget of under a million dollars (*Large theatres should consult CTFA's Founders Grant Guidelines.*) (*Applicant theatres may apply under an umbrella of another organization's 501c3 IRS certified Not for Profit status if that organization is involved and a partner in the proposed project*); OR

An individual professional theatre artist in the USA, working in theatre for young audiences, in the development of his/her artistic excellence. An artist does not have to be connected to a theatre to apply. This can include playwrights, scenic designers, costume designers, lighting designers, directors and/or teachers; OR

A collaboration of a theatre artist and a small or mid-sized 501c3 IRS certified not-for-profit theatre in the USA.

WHAT WE FUND

PEOPLE: playwrights, directors, designers, education directors, etc. engaged in a NEW initiative for a particular company or a new original play for children & youth

EQUIPMENT: light boards, curtains, lights, vehicles, whatever will bring your company to a new level of quality

TRAVEL: bringing collaborative teams together, participating in a conference or workshop, taking interesting people to interesting places for interesting purposes

WHAT WE DO NOT FUND

- General operating support such as support for the regular and ordinary projects that are part of the on-going work or season of the applicant.
- Projects that are already underway
- Free performances or ticket subsidies
- Activities undertaken for academic credit
- Projects proposed by *theatres* that do not have a one-to-one cash match. In-kind salaries and services may be counted if they are earmarked for this specific project (*Projects proposed by individual professional theatre artists do not need to show a cash match.*)
- Large theatres with budgets above one million dollars.

Harris Theatre Grants & Fellowship FUNDING RESTRICTIONS

- **Grants and Fellowships** are limited to **awards of up to \$2000**
- Only **one proposal per year** may be submitted to the Foundation by an applicant.
- **Priority consideration** will be given to applicants not funded by a CTFA grant during the previous two years.

ADDITIONAL REQUIREMENT

Recipients of any CTFA grant must include the CTFA logo in all official programs, publications and marketing and the statement: "Funded in part by an Aurand Harris Theatre Grant from the Children's Theatre Foundation of America."

MORE Information about Aurand Harris and the Aurand Harris Grants may be viewed on the CTFA Website: www.childrenstheatrefoundation.org

CTFA Aurand Harris APPLICATION 2019: Grant or Fellowship

(Please review the instructions before completing this form.)

Theatre or Individual Artist APPLICANT NAME:

FULL MAILING ADDRESS:

Contact NAME & TITLE (individual responsible for this application:)

Contact EMAIL:

Contact PHONE:

WEBSITE URL (if available):

Have you or your theatre received a Grant from CTFA during the past 2 years?

Yes No

Date Organization Began Operations (for theatre applicants only):

Total income for your theatre's most recent fiscal year (for theatre applicants only):

Beginning Date for Proposed Project (not earlier than September 1, 2019):

Completion Date for Proposed Project (not later than July 15, 2020) (Some exceptions may be granted.):

GRANT AMOUNT REQUESTED: \$

THEATRE GRANT APPLICANTS

- a. **Attach a project budget** indicating how the funds will be spent, projected income (if any), and the source of expected matching funds. *(Use **Aurand Harris Application: Budget Format**, from website.)*
- b. **Attach a copy of your official IRS determination letter proving your 501c3 IRS certified not-for-profit status** (for theatre applicants only). *If you are submitting this application under an umbrella of another organization attach their 501c3 IRS certified Not for Profit determination letter and a letter from the organization supporting your application and explaining how they are involved in the proposed project.*
- c. **Attach resume(s) for primary artistic staff** involved in the project.

THEATRE ARTIST FELLOWSHIP APPLICANTS

- a. **Attach a project budget** indicating how the funds will be spent and projected income (if any). *(Use **Aurand Harris Application: Budget Format**, from website.)*
- b. **Attach a resume.**

Choose Harris Grant or Fellowship Funding CATEGORY: (You must choose one and only one of these categories)

- PEOPLE**
 EQUIPMENT
 TRAVEL

NARRATIVE-Harris Grant or Fellowship

1. DESCRIBE your proposed project. (200 word limit)

2. FOR THEATRE AND PARTNERSHIP APPLICANTS: How will your project IMPACT your organization and your audience/community; or

FOR INDIVIDUAL ARTIST APPLICANTS; How will your project IMPACT your future career?
(300 word limit. Partnership Applications: 400 word limit)

3. How specifically will this project advance the stated MISSION and VALUES of the Children's Theatre Foundation of America? (300 word limit)

(Excellence in service to young people, Excellence in the Art of Theatre, Innovation, Equity, Diversity, Inclusion)

Before submitting this request, please review the guidelines of what we DO and DO NOT FUND to be sure you are in compliance with our Criteria for Selection.

DEADLINE AND SUBMISSION INSTRUCTIONS

To be eligible for consideration, this application must include all of the information requested in the application form and must be received by **March 4, 2019, midnight, Pacific Coast standard Time Zone, via e-mail attachment in WORD or PDF format. Applications are to be sent to Mina G. Halliday Casmir at ctfaharrisgrant@gmail.com. The subject line should read "HARRIS GRANT 2018 + applicant's name."** E-mail confirmation will be sent on receipt of the application.

Questions about applying can be sent to Mina G. Halliday Casmir at minag.casmir@gmail.com

(updated 6/2018)

CTFA Aurand Harris Application: Project Budget Format

Please provide appropriate details, for example: which artists are paid, status of other contributions listed, etc. You may also add any footnotes that will help the committee evaluate your project budget.

EXPENSES (itemize as necessary)

Artist fees

Travel

Supplies

Administrative

In Kind

Other (list)

TOTAL EXPENSES:

REVENUE

Earned Revenue

Ticket Sales

Other Earned (list)

Contributed Revenue

CTFA request (maximum 50% Total Revenue)

Other Contributions (list and indicate status of request)

In Kind (must equal In Kind Expenses)

TOTAL REVENUE: