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APPLICANT INFORMATION

Please refer to your invitation to apply and the A.R.T./New York website for information about how to complete this application, the evaluation criteria, and how to schedule an appointment with A.R.T./New York staff to discuss your application prior to the deadline.

If you have any questions about the application, please contact Corinne Woods, Director of Programs, at cwoods@art-newyork.org or by phone at (212) 244-6667 x241.

If you have technical issue completing the application, please contact Kirsten Sweeney, Program Assistant, Program Services, at ksweeney@art-newyork.org or by phone at (212) 244-6667 x219.

Organization Name

Primary Contact

Who should we contact about the status of your application?

First Name

Last Name

Job Title

Phone

Email Address

Secondary Contact

Please provide a secondary contact.

First Name

Last Name

Job Title

Phone #

Email Address

Website

Please provide the URL for the applicant's website.

Please note that while panelists may view your website for deeper knowledge, you should not rely on website content for the success of your application. Please plan to complete an application that can successfully stand on its own

Date Founded

Please provide the date your company was founded.

Fiscal Year End Date

Please provide the end date of your most recently completed fiscal year (e.g. 06/31/2018).

Mission Statement

Please provide a brief summary of your organization's mission statement. (50 words or less)

Word count: 0 / 50

NARRATIVE STATEMENT

This application requires two narrative documents: an artistic statement and an organizational statement. The narrative portion of the application is your opportunity to describe your organization's mission, core programming, and goals for the future, and to distinguish your theatre from others in the city and country. It is also your opportunity to contextualize your company in the local and national theatrical field. Keep in mind the evaluation criteria, grant goals, and programming objectives.

Artistic Director Statement

The artistic statement should be 2-3 pages in length and should be written primarily by your Artistic Director or artistic team. This document should outline the artistic scope of your work and how the mission, vision, goals, and values of your organization are expressed and forwarded by the artistic history and future plans of the organization. (3 pages max.)

1. What are the distinguishing characteristics of your artistic programming, philosophy, values, work, audience, and/or processes? How do you fit into the theatrical landscape locally, nationally, and internationally? You may wish to include a reflection on those theatres you would consider peers—both what you have in common with them and how you differ

2. How does your company make or select work?

- **For producing, presenting, or developmental/lab companies:** tell us how you select and work with artists, including information on commissioning practices, residencies, development, or presentations/productions of their work, and any ongoing relationships you have with particular artists or companies.
- **For artist-led ensembles or companies:** tell us about your developmental process including: successes or challenges you encounter in the creation and touring of work, other artists that have inspired you or whom you have worked with and mentored and/or developed, and current projects in development.

3. What is your organization's impact on artists, audiences, your local community, and the field? How does your organization contribute to a diverse, inclusive, and equitable theatrical field?

4. In the next few years, what artistic challenges and opportunities do you foresee? If there are specific projects you hope to undertake or expand, artists you hope to work with, changes in your artistic processes or policies you plan to make, please share those plans and why they are desired or necessary for the future of your organization. If you have had recent changes in your artistic leadership or organization structure, or have these changes planned, please expand on that here.

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Organizational Statement

Companies who have recently applied for the Nancy Quinn Fund or Creative Opportunity Fund will find these narrative questions almost identical. Please feel free to repurpose previous applications to complete this narrative statement.

1. Describe your company's mission, vision, and your organizational goals. What is your contribution to the nonprofit theatre in New York and the nation? What is unique about what you offer to the audiences and artists you serve?

2. Describe your company's core programs or areas of work. How do they help you achieve the above stated goals in relation to your audience and mission?

3. Describe an opportunity you have identified or a challenge your company faces, and explain how this grant will help you address it. This is your chance to make the case for the impact of a three-year general operating cash grant on your organization and its work. Clearly describe the amount of funds you are requesting and how you plan to allocate them should you receive a grant. A.R.T./New York Programs staff can provide recommendations for the amount of funding you should request. This is not a direct commitment to how you would utilize this funding if it is awarded; rather, this is your opportunity to think expansively about the challenges and opportunities your company is facing and what ongoing general operating support would allow your company to do.

No file chosen

FINANCIAL AND ORGANIZATIONAL INFORMATION

Budget Upload

Please upload a budget document that shows income and expenses for the following:

- your two most recently completed fiscal years,
- your current fiscal year actuals,
- your projected budget for the current fiscal year, and
- your projected budget for the next fiscal year.

You may utilize your own budget template, or you can use A.R.T./New York's template. *(1 page max.)*

NOTE: DO NOT include in-kind expenses and/or income in your budget, they should be included as a separate line item in your budget, outside of your income and expenses.

No file chosen

Budget Notes

Please upload budget notes to provide context that you think will help the panel understand this budget, including research where appropriate. *(2 pages max.)*

Please note:

- Any line item that changes by more than 10% (up or down) between fiscal years.
- Details for both earned and contributed income, including projected ticket sales, individual and board contributions, and indicate secured and pending institutional funding.
- If your organization shows a deficit, explain the cause and especially take time to explain plans to address year-over-year deficits or an accumulated deficit.

This section is your opportunity to contextualize and clarify the budget you have uploaded, and is a crucial component of your application.

No file chosen

Fiscal Review

Upload a 3-year fiscal review using A.R.T./New York's template. You are welcome to add or delete lines in the balance sheet as is helpful to you.

Please note: the information in this document should match submitted audits, and your balance sheets should balance.

No file chosen

Financial Notes

Please upload a document containing financial notes that may be helpful in providing context for the balance sheet. Please address the following in your financial notes:

- Explain any permanently restricted assets.
- Explain your organization's Operating Cash Reserve, if you have one.
- If your organization holds debt through a loan, line of credit, Board of Directors loans, or any other form of debt beyond monthly credit card debt, describe the purpose of the loans and the repayment plan (if available).

No file chosen

Fiscal Audit

Did your organization have annual expenses of over \$250,000 for the two most recently completed fiscal years?

- Yes
- No

Salaried Staff

Please provide the following information about salaried staff for your most recently completed fiscal year. Do not include in these numbers any staff not paid on payroll.

of full-time salaried employees

of part-time salaried employees

of salaried technical/production staff

Staff Changes

If there have been major changes to your staff or number of contractors you employ over the last three years, or major changes to your artistic or administrative leadership, please briefly explain and elaborate on those changes here.

Additionally, if you have frozen or reduced wages and/or benefits for administrative staff in the past three years, please explain here.

ADDITIONAL DOCUMENT UPLOADS

Leadership Bios

Please upload bios of Executive and Administrative Leadership (no resumes). *2 pages max.*

No file chosen

Production History

Please upload a two year production history which must include:

- number of performances,
- venue capacity,
- actual attendance,
- # of artists served, and
- ticket price info including minimum and maximum ticket prices.

You may use A.R.T./New York's template ([LINK](#)) or your own, provided the required information is included. *2 pages max.*

No file chosen

Optional Uploads

You may include up to **TWO** additional PDF attachments of no more than **TWO** pages each that will enhance the panel's understanding of your organization and help them evaluate your application.

It is recommended that these be materials that will augment the panel's understanding of your company and its work. Past applications have included:

1. Press clippings or reviews
2. Marketing collateral, such as season information or e-blasts
3. Visually stimulating images of past productions or designs for upcoming productions
4. Biographies of organizational leadership

Website, videos, and other media will not be reviewed during the panel day. If you feel strongly that these elements should be included in your proposal, a PDF of your website, or video stills are recommended.

Full-length scripts, design briefs, or other documents totaling more than four pages will not be included in the panel books, and applicants are encouraged to consider alternate attachments.

Optional Upload 1 (2 pages max)

No file chosen

Optional Upload 2 (2 pages max)