

# 2021 Creative Opportunity Fund Application

## Page 1: Eligibility Confirmation

### Eligibility Questionnaire

Reminder: Applications will be accepted until **February 22, 2021 at 5pm EST.**

Before beginning your application, please read and confirm the below eligibility requirements. You must answer yes to the four eligibility questions and confirm that you have not applied for 2021 NYSCA funding in order to be eligible for this grant. If you have any questions about these eligibility requirements whether your theatre meets them, please email [grants@art-newyork.org](mailto:grants@art-newyork.org).

**Is the applicant a theatre company, organization, or artist collective with a New York State address that presents or produces public theatre programming in New York state? \***

- *Applicant may be a 501c3, fiscally sponsored, or unincorporated entity that is “non-profit in spirit”.*
- *A.R.T./New York has an expansive definition of “theatre” as a discipline of live performance. If you call your art theatre, then you are eligible to apply for this grant! However, keep in mind as you write your application that a panel of theatre-makers will be evaluating your application for this theatre-based grant.*
- *Public programming can be paid or free provided New York State audiences can access it.*

Select one option

- Yes
- No

**Was your annual operating budget for your most recently completed fiscal year under \$500,000? \***

Select one option

- Yes
- No

**Does your theatre pay the artists working with you? \***

Select one option

- Yes
- No

**Has your theatre presented or produced public programming for at least two years? \***

Select one option

- Yes
- No

**Did your theatre apply directly to NYSCA's Theatre Program for 2021 funding? \***

*This NYSCA application would have been made in spring 2020 for 2021 support. Theatres who applied directly to NYSCA's Theater Program for 2021 funding are not eligible to apply for the Creative Opportunity Fund.*

Select one option

- I did not apply directly to NYSCA for 2021 funding
- I did apply to NYSCA directly for 2021 funding

## Page 2: Theatre Information

### Applicant Information

**Theatre Company Name \***

**Theatre Website**

**Theatre Mission Statement \***

*We suggest 100 words or less; you will have the opportunity to go into more depth about your theatre's mission in the short answer section.*

**Does your theatre work primarily within or outside of the five boroughs of New York City? \***

Select one

- New York City-based
- Outside New York City

**What New York State counties and/or boroughs of New York City does your theatre work in? \***

**Leadership Bios**

*Please share brief bios of theatre leadership below. There are no word limits, but please try to keep the bios brief. If you have a page on your website that includes your theatre's leadership bios, you can include that link here instead of copy and pasting the bios into this form.*

## Contact Information

### Primary Contact Information

*Who should we contact about the status of your application?*

**First Name \***

**Last Name \***

**Job Title \***

**Email \***

**Phone Number**

### Secondary Contact Info

Please provide the contact information for a second person familiar with your theatre who we can contact if unable to reach the primary contact.

**First Name \***

**Last Name \***

**Job Title \***

**Email \***

**Phone Number**

## Page 3: Short Answer

### Short Answer Questions

*There are no word count limits for these short answer questions, but please do not feel like you need to write a full page on each question. A few paragraphs on each will be enough for most applicants.*

**1. Describe your company's mission, vision, and your organizational goals. What is your contribution to New York City and/or the theatrical field? \***

In answering this question, you may wish to consider what makes your theatre company distinct from other theatres in the state. It may be a method of working, an aesthetic style, the community you serve, etc.

**2. Who does your organization serve? \***

If you serve a specific and explicitly defined ethnic, cultural, or geographic community, please include that here.

**3. Describe your company's core programs, or areas of work. How do these programs help you serve your artists and/or community and fulfill your theatre's mission and goals? \***

**4. Describe a challenge your theatre faces, or an opportunity you see, and explain how this grant will help you address it. \***

This is not a direct commitment of 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 an unrestricted grant would allow your company to do.

**5. Is there anything else you would like to share with the panel about your theatre, your work, or the community you serve?**

## Page 4: Financial Information

# Financial Information

### Fiscal Year End \*

Please enter the end date of your most recently completed fiscal year.

### Organizational Budget \*

Please upload an organizational operating budget (using [A.R.T./New York's template](#), or your own budget format) which includes the following:

- Most recently completed fiscal year
- Current fiscal year actuals to date
- Current fiscal year budget projections
  - NOTE: Your current fiscal year budget projections should be for the total year, not just from now until the end of your fiscal year.

PDF file preferred; Excel files are also accepted.

### Budget Notes \*

Please upload a document with any budget notes or clarifications that might help the panel to understand your budget. Budget notes are your opportunity to provide context, additional clarification, and explanation for the information provided in your budget. Your budget notes should be thorough, clear, and easy to read, and they should be written so someone not specifically familiar with your theatre can understand your budget.

- Below are some areas that you should address in your budget notes; however, your specific budget may require additional explanation, so do consider carefully what additional context or explanation the panel might need in order to fully understand and evaluate your presented budget.
  - Any line item that changes by more than 10% between fiscal years.
  - Details for both earned and contributed income, including projected ticket sales, as well as individual and board contributions. Please also indicate secured and pending institutional funding. (You may notate secured funding using an asterisk)
  - The cause of a deficit, and especially take the time to explain plans to address year-over-year deficits.
- DO NOT refer to the row numbers in your spreadsheet on your budget notes, as these row numbers will not be visible when the panel reviews your document. We recommend referring to the items you are addressing by name (i.e. box office income, production expenses, etc).
- A note on budgeting during COVID: We know that there is still much uncertainty, and that there may be unanticipated changes to your proposed budget due to the ongoing crisis. Your budget notes are an opportunity to share how you are planning for this uncertainty.

(1 page pdf preferred, .doc or .docx also accepted.)

**Artist Compensation \***

Please briefly describe your pay rates for artists in your organization. Please note, eligibility for this grant requires that you pay artists, and that compensation should be in line with your community and budget size.

## **Supplemental Materials**

Please provide work samples or documentation that will help the panel understand the artistic and programmatic work of your theatre. We know that it is difficult for work samples to fully depict the experience of live performance, so we are offering COF applicants flexibility in what they share with the panel as work samples or documentation.

**You must submit at least one work sample; you may submit up to five.**

Potential types of work samples may include:

- Production photos
- Up to a 3 minute video or audio clip of a live or virtual production
- Letters of support from community partners
- Impact statement from program participants
- And more!

You may either upload your documents and work samples below, or link to a page on your website or on a video hosting site where the panel can view the material. Each applicant may submit up to five (5) piece of documentation for their work samples, only one of which may be a video or audio clip of up to 3 minutes.

If you are providing a link, please provide a brief description of the linked work sample. If you are linking to a video or audio clip from a production, please include the title, dates, and venue of the production. If panelists should start the video at a certain time stamp, or scroll to a specific part of your website, please include that information here as well.

If you are uploading a document, please take into account that images and documents will most likely be viewed on a standard computer screen. You are encouraged to provide the production title, venue, and dates in the caption field below each upload.

**SAVE AND FINALIZE**