

2019 Nancy Quinn Fund Application

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Reminder: This application is due **Monday, March 11, 2019 at 5:00pm EST.**

TIPS FOR THE APPLICANT

Remember that this is a grant for general operating funds, so the overall strength of the organization and a clear statement of its mission are critical to a successful proposal. As with all grant proposals, be specific! Clear, precise information presented in a narrative free from typographical errors is the goal. Applicants can use bullet-points and other formatting to highlight programs for ease of reading.

Applications will be evaluated through a peer panel process. Applicants are strongly encouraged to review the [eligibility criteria here](#) in advance of submitting their application. These criteria are what the panel will be considering when reviewing the applications.

The strongest applications are those that effectively make a case for the company's sustained presence in New York, and why the work they do is unique and important within their community and the theatre community at large. The most compelling proposals are those that not only address how the funds will help a theatre meet a challenge or opportunity it faces, or how they will enable the theatre to sustain or even grow operations, but that also show that the applicant has carefully considered the size of the request and how they will allocate the funds.

GENERAL ELIGIBILITY AND GUIDELINES

- Applicant must be a current Full, Associate, or Independent Producer member of A.R.T./New York in good standing with no overdue rent, loan, or membership dues balances. Incubator members are not eligible for this grant program.
- Applicant must have had annual expenses totaling under \$100,000 for its most recently completed fiscal year.
- Applicant must produce primarily within the five boroughs of New York City.
- Applicant must have participated in Organizational Planning and Process Parts 1 & 2. The one-on-one individual session is not required. Applicants only need to complete OP&P once after becoming an A.R.T./New York member.
- Applicant must not have an outstanding final report from previous years' grant cycles
- Companies applying for A.R.T./New York membership in order to be eligible for a grant must apply for membership at least 2 weeks before the grant deadline (and should keep in mind that Organizational Planning and Process is required in advanced of the application deadline). Contact Jeannely Lopez, Programs Assistant, Member Services, at jlopez@art-newyork.org to explain your intention to apply in order to ensure your membership is approved in time.
- A company does not have to be incorporated or have 501(c)(3) status to apply.

*

I have read and acknowledged the grant guidelines.

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CONTACT INFORMATION

Company Name *

Address *

Street Address

Line 2

City

Country

State / Province

Zip / Postal Code

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

Primary Contact

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

First Name *

Last Name *

Job Title

Job Title

Phone # *

Email Address *

Secondary Contact

Please provide a secondary contact

First Name *

Last Name *

Job Title *

Phone # *

Email Address *

PREVIEW

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Applicant Information

Annual Expenses *

Total operating expenses for your most recently completed fiscal year:

If your most recently completed fiscal year had unusually low expenses, you may use the average expenses of your last two completed fiscal years to determine your funding request.

Average Expenses *

Are you averaging your last two fiscal years' expenses for your funding request?

- Yes
 No

Nonprofit Status *

Does your organization have 501(c)3 status?

- Yes
 No

Fiscal Sponsorship *

Is your organization fiscally sponsored?

*If awarded funding, fiscally sponsored grantees will be able to chose whether the funds are distributed through their fiscal sponsor, but sponsor information should **still** be provided here.*

- Yes
 No

Date Founded *

Please provide the date your company was founded (if applying as an individual, provide the approximate date you began your work as a producer).

Fiscal Year End Date *

Please provide the end date of your most recently completed fiscal year (e.g. 06/31/2019).

Mission *

Please briefly describe your company's mission. If applying as an individual, please briefly describe the goals of your work as a theatrical producer. (50 words max.)

Word count: 0 / 50

Grant Request

Grant Request *

Grant Amount Requested:

(Grants range from \$750 to \$2,500)

Use of Funds *

Please provide a brief synopsis of use of funds. (50 words max.)

Word count: 0 / 50

NARRATIVE STATEMENT

The narrative portion of the application is your opportunity to describe your organization's mission, core programming, goals for the future, and to distinguish your theatre from others in the city. It is also your opportunity to make a strong case for funding and to share with the panel the impact a grant would have on your company and its mission. **You should not rely on past accolades or assume any preexisting knowledge panelists might have of your work.**

Please upload a document in which you clearly address the following **THREE** questions. Consider using section headings to break up the narrative for ease of reading. **The narrative must be a maximum of three (3) pages, 12-point Calibri or Arial font, with 1" margins. PDF format REQUIRED.**

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

Begin with a clear and concise mission statement. Your response should explain what kind of impact the company leadership wants to have on the art form, audiences, and artists. If your work is directed toward a particular community, explain who that community is, why it is important that your theatre reach that grouping of people, and how you hope to impact them.

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?

The applications that tend to be most successful are those that not only clearly and concisely explain the company's core programs, but that also illustrate a direct relationship between the programs and the mission. If your theatre offers a broad range of programs, articulate the through-line that connects all programming to the mission, as well as the artistic aesthetic that makes the varied offerings unique to and representative of your theatre.

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 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. Please do necessary research to make sure that your request is budgeted appropriately (for example: Are you paying above minimum wage for office work, and is that appropriate to the skill level you are looking for? Are you paying \$50/hour for rehearsal space, when space is available at A.R.T./New York for half that cost?).

The Nancy Quinn Fund is a grant for general operating funds. Funding can be used for whatever will benefit your company the most; it can support general operating costs or be applied to any organizational need including artists' fees, rent, marketing materials, equipment, etc. For example, if you apply for \$1,500 to hire a development assistant, how many hours of the assistant's time will that fund? Do you have, or need, other resources to supplement the grant? If so, how do you plan to raise the additional funds? If you are applying for general funds, make a strong case for how grant funds will support mission-related activities and/or operations needed to sustain them.

Upload Narrative Statement *

Choose File No file chosen

DOCUMENT UPLOADS

The following attachments are a required part of your application

3-Year Operating Budget

This budget should be on the linked template and include four columns: your most recently completed fiscal year actuals; your current year-to-date actuals; current year-end projections; and next year projections. **(one page maximum)**

- Use the Budget Form template provided ([download here](#)) and save to PDF format, ensuring it fits on one page.
- Please follow **ALL** instructions on the template.
- Please round your numbers to the nearest dollar.
- Please **DO NOT INCLUDE** funds from the Nancy Quinn Fund grant in this budget.

Upload Budget *

No file chosen

Budget Notes

This document is for line items that require additional clarification or explanation. The panel appreciates those applicants who submit thorough, easy to read budget notes. There is no form for this attachment. **(one page maximum)**

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.
- The cause of a deficit, and especially take the time to explain plans to address year-over-year deficits.

Upload Budget Notes *

No file chosen

Production History

Your production history should be for your most recently completed and current seasons. Include staged readings, full productions, school programs, and any other artistic output of the organization. For each piece, list the title, venue capacity, and performance dates. Use the prepared Production History [template here](#).

Upload Production History *

No file chosen

OPTIONAL DOCUMENTS

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 Attachment 1 (2 pages max.)

No file chosen

Optional Attachment 2 (2 pages max.)

No file chosen