

2020 Nancy Quinn Fund Application

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Reminder: Applications are due **Tuesday, February 18, 2020 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 consider when reviewing the applications.

The strongest applications are those that effectively make a case for the company or artist's sustained presence in New York City, 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 the company/artist meet a challenge or opportunity they are facing, or how the funds will enable them 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.

CONFIRM YOUR ELIGIBILITY

Before beginning your application, please read the eligibility requirements below.

To be eligible for this grant, applicants must:

- Be a current Full 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.
- Have had annual expenses totaling under \$100,000 for its most recently completed fiscal year.
- Produce primarily within the five boroughs of New York City.
- 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.
- 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 the 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 advance of the application deadline). **Contact David Shane**, Programs Manager, at dshane@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 Nancy Quinn Fund eligibility requirements.

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CONTACT INFORMATION

Applicant (Name of Organization or Individual applying)

Address

Street Address

Line 2

City

Country

State / Province

Zip / Postal Code

Website URL

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 the status of your application?

First Name

Last Name

Woods

Job Title

Phone #

Email Address

cwoods@art-newyork.org

Secondary Contact

Please provide a secondary contact.

First Name

Last Name

Job Title

Phone #

Email Address

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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 choose 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

Grants range from \$750 to \$2,500. Please input your grant request **without** the dollar sign.

Use of Funds

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

Word count: 0 / 50

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NARRATIVE STATEMENT

The narrative portion of the application is your opportunity to make a strong case for funding and to share with the panel who you are and the impact a grant would have on you, your company, and/or 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.**

PLEASE NOTE: The narrative statement questions have been updated for the 2020 application as of January 21st, 2020. Please read and review carefully.

FOR COMPANIES

1. Describe your theatre's mission and vision, and organizational goals. What are the distinguishing characteristics of your company and work?

Begin with a concise and clear mission statement. The applications that tend to be most successful provide specific information for the panel about the distinguishing characteristics of their organization and/or artistic work. You should include in your response the unique impact your organization has on the artists you work with, your audiences and local community, and/or the art form. You should also address how your organization and/or work contributes to a diverse, inclusive, and equitable theatrical field. If your work is directed toward a particular community, explain who that community is, why it is important that your theatre reach that group 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 theatre is facing, and explain how this grant will help you address it. Clearly describe the amount of funds you are requesting and how you plan to allocate them, should you receive a grant.

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. The applications that tend to be most successful include a significant amount of detail about the grant request, how it will be utilized, and *what the impact of the funding will be on the organization*. 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. Please also do necessary research to make sure that your request is budgeted appropriately.

FOR INDEPENDENT PRODUCERS OR ARTISTS

1. Describe your artistic mission, vision, and goals. What are the distinguishing characteristics of your work?

Begin with a concise and clear statement of your artistic mission. The applications that tend to be most successful provide specific information for the panel about the distinguishing characteristics of your artistic work. You should include in your response the unique impact your work has on the artists you work with, your audiences and local community, and/or the art form. You should also address how your work contributes to a diverse, inclusive, and equitable theatrical field. If your work is directed toward a particular community, explain who that community is, why it is important that your theatre reach that group of people, and how you hope to impact them.

2. Describe the type of work you make and/or produce, and other relevant parts of your artistic practice. How does your artistic practice and work help you achieve the above stated goals in relation to your artistic mission and the audience that attends or engages with your work?

The applications that tend to be most successful are those that not only clearly and concisely explain the artist's work, but that also illustrate a direct relationship between the work and your artistic mission, vision, and goals. If you have a broad range of projects, articulate the through-line that connects all your work to your artistic mission, as well as the artistic aesthetic that makes the varied offerings unique to and representative of you as an artist or producer.

3. Describe an opportunity you have identified or a challenge you are facing, 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 you and your work. Clearly describe the amount of funds you are requesting and how you plan to allocate them, should you receive a grant.

The Nancy Quinn Fund is a grant for general operating funds. Funding can be used for whatever will benefit your artistic work the most; it can support general operating costs including artists' fees, rent, marketing materials, equipment, etc. The applications that tend to be most successful include a significant amount of detail about the grant request, how it will be utilized, and what the impact of the funding will be on the organization. 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. Please also do necessary research to make sure that your request is budgeted appropriately.

Upload Narrative Statement

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DOCUMENT UPLOADS

The following attachments are a required part of your application.

3-Year Operating Budget

One page maximum. This budget should include four columns: your most recently completed fiscal year actuals; your current year-to-date actuals; current year-end projections; and next fiscal year projections.

- You must use the Budget template provided ([download here](#)) and save it 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** projections of the Nancy Quinn Fund grant in this budget.

Upload Budget

No file chosen

Budget Notes

One page maximum. 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. **DO NOT** refer to the row numbers in your spreadsheet on your budget notes, as these row numbers will not be visible once you have saved your document to PDF format. There is no form for this attachment.

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.** Please explain:

- 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, as well as individual and board contributions. Please also 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

Two pages maximum. For your most recently completed, current, and future season. Include staged readings, full productions, school programs, and any other artistic output of the organization. You may use A.R.T./New York's template ([download here](#)) or your own, provided that the following information is included:

- Title
- Performance dates

- Venue capacity
- Audience attendance

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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 you and your work/ your company and its work, and help them evaluate your application.

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 or key artists

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 application, 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 alternative attachments.

Optional Attachment 1 (2 pages max.)

No file chosen

Optional Attachment 2 (2 pages max.)

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