

SETC Convention Grant for Non-Academic Professional Theatres
PART I: APPLICATION

Legal Name of Organization: _____

Federal Employment Identification Number (EIN): _____

Does the applicant possess 501(c)(3) tax exempt status? Yes No

(Applicant organizations must be registered as 501(c)(3) organizations to be eligible for this grant.)

How long has the applicant possessed 501(c)(3) tax exempt status? # years _____

Is the organization a professional theatre company that is primarily funded by a college or university? Yes No

Is the applicant organization a current member of SETC? Yes No

(Please note this grant is specifically for theatre companies that are NOT SETC members)

Has the organization ever been a member of SETC? Yes No **Last Year of Membership** _____

Primary Contact for Organization *(person to whom communication about the application may be directed):*

First Name _____ **Last Name** _____

Title _____

Organization Street Address _____

City _____ **State** _____ **Zip** _____

Telephone (including area code) _____ **Email** _____

Convention Participant Information *Please identify staff members [up to four (4)] who will participate.*

1. Participant Name _____ **Title** _____

Email Address _____ **Phone** _____

2. Participant Name _____ **Title** _____

Email Address _____ **Phone** _____

3. Participant Name _____ **Title** _____

Email Address _____ **Phone** _____

4. Participant Name _____ **Title** _____

Email Address _____ **Phone** _____

PART II: PROJECT NARRATIVE. Please clearly address each of the items below in a project narrative. For clarity, please label each section (items noted in bold text). The project narrative should not exceed two (2) pages in total.

Organizational Impact. Discuss the perceived benefits this program is expected to provide the organization. How may this program help to address the needs of the organization?

Individual Impact. For EACH of the individuals listed in PART I: APPLICATION as a Convention Participant, please identify her/his name, title, and primary responsibilities (2-4) within your organization. Please indicate the specific activities in which each participant expects to be engaged at the SETC Convention and the perceived benefits participation is expected to provide the individual(s).

SETC involvement. Please briefly describe the organization's past involvement with, and participation in, SETC activities, if any.

PART III. OTHER REQUIRED MATERIALS

In addition to the completed Application and the Project Narrative, the following support materials must also be sent electronically (as email attachment) to grants@setc.org by the deadline. It is preferable that all materials be sent as a single electronic file.

- Copy of organization's 501(c)(3) determination letter
- One (1) of the following:
 - A copy of page one (1) of the organization's most recent IRS 990 form
 - A copy of an audited financial statement
 - A financial report prepared by an accountant and signed by the board president or chair
- A history and background of the organization (no more than two pages, single spaced) that includes:
 - The mission and purpose of the organization
 - A brief history of the organization, including major accomplishments
 - A list of recent notable programming or projects
 - A brief description of the organization's administrative structure, including number of employees and reporting structure
- List of key staff (paid or volunteer) with brief bios of each
- List of current board of directors, including brief bios, areas of responsibility and community affiliations.
- Optional: Letters of support from partners, collaborators, program beneficiaries (limit 4)

All application materials should be submitted electronically to grants@setc.org, with the subject line: CONVENTION GRANT.