



2020-21 Performance Grant Application

Application Checklist

GRANT APPLICATION PERIOD OPENS: MARCH 23, 2020

GRANT DEADLINE: APRIL 20, 2020 | 4:00 PM

GRANT NOTIFICATION: MAY 2020

SUBMISSION GUIDELINES:

- Email one single signed PDF (word documents or any other format will not be considered and please do not send multiple PDFs) to niki@toarts.org

MUST MEET ALL ELIGIBILITY CRITERIA

ORGANIZATION NAME: _____

- 501 (c)(3) tax ID number (EIN): _____
- Secured performance date on the Bank of America Performing Arts Center calendar.
- Performance must be available for ~~to~~ the public to attend.
- Performance must have secured additional funding. TOARTS will not fund more than 50% direct production costs of performance.

Funding will not be provided in support of performances that are primarily for fundraising or what may be considered partisan purposes.

Please be sure your application includes all parts and in one single PDF document as outlined below.

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

- This Page as a Cover Sheet
- Organization Information
- Performance(s) Budget
- Previous Year's Grant Report
- Certification Page

Organization Information

- 1. Name of Organization: _____
- 2. Mission/Primary Purpose of your organization: _____

- 3. Address: _____
City: _____ Zip: _____
Phone: _____ Email: _____

- 4. Grant Contact: _____ Contact Title: _____
Phone: _____ Contact Email: _____

- 5. Executive Director: _____ Email: _____

- 6. Social Media Handles: _____

- 7. Name and date of specific performance(s) for which funds are requested.

Date	Name	Direct Cost of Performance	Expected Attendance

- 8. Grant Request: \$_____ Total Direct Performance Cost: \$_____
- 9. Total 2020-21 Organizational Expense Budget (projected): _____

Performance Budget

Please do not include decimals. Round up or down to the nearest dollar.

NOTE: you may attach a separate performance profit and loss budget in lieu of filling out this page.

INCOME

Possible categories: grants, individuals, business support, events, fees for service, ticket sales etc.

Source	Total Project (\$)	Notes
Total Income		

EXPENSES

Item	Total Project (\$)	Notes
Total Expenses		

If using additional pages, please attach behind this page

Previous Year's Grant Report

In an effort to evaluate impact of our Performance Grants Program, we are requesting your help with answering the following questions to the best of your abilities.

If you have not received funding in 2019-20 please ignore. If you are a previous recipient, please complete.

Please answer the following questions to the best of your abilities for this year, and please plan to track these outcomes for future years. Note, these are ONLY for shows for which you receive funding from TOArts.

1. Number of attendees: _____
2. Number of attendees for which this was a first exposure to live theatre:

3. Number of youth (ages 4 – 18) that attended your performance (n/a if not applicable): _____
4. What would happen if TOArts was to reduce or withdraw funding? Would you continue with the performance? Please elaborate why or why not. *(Please answer honestly. A yes answer does NOT mean that we would reduce or eliminate funding, it just helps us with our own fundraising efforts)*

Certification

Successful applicants will receive a credit which will be paid directly to the City of Thousand Oaks Cultural Affairs Department (CAD). This will be posted as a credit on the CAD settlement statement for the designated performance.

The Theatre credit may not be used as a qualifying deposit to secure a date on the Bank of America Performing Arts Center calendar.

TOArts performance credits will be awarded based on available funds and will not exceed 50% of the direct production costs of the performance.

Successful applicants will be required to acknowledge TOARTS as outlined below:

- We agree to include TOArts in e-blasts and social media where other donors are acknowledged
- We agree to include TOArts logo and/or name in the commensurate donor level for our organization.
- We agree to provide TOArts an ad commensurate with the donor level in the program. (please provide TOArts with dimensions of artwork no less than 30 days before due date to receive a camera-ready PDF)
- By signing below, we certify that, to the best of our knowledge, this application and completed attachments are true and accurate statements.

Executive Director Signature

Officer of the Board Signature

Printed Name

Printed Name

Date: _____