

INSTRUCTIONS and REQUEST TO SUBMIT
CTFA FOUNDERS Grants Application Form For Organizations
Proposing Projects of National Significance

ALL CHILDREN'S THEATRE FOUNDATION GRANTS are concerned solely with

- Theatre for children and youth.
- The utilization of drama or theatre in education for children grades K-12.
- Development opportunities for theatre artists working in the area
of theatre for children and youth.

The Children's Theatre Foundation of America (CTFA) Founders Grants have in more than fifty years supported diverse projects of national significance including national and international theatre festivals; research in theatre education and theatre practice; publications; U.S.A. representation abroad in theatre festivals and symposiums; scholarships, playwriting and other work of theatre artists and scholars. **Projects unique and new to the field are encouraged.**

Beginning 2010, the CTFA requires a TWO-STEP grant application process, which will assure that applicants are eligible and the proposals are appropriate to the guidelines.

FIRST STEP: REQUEST TO SUBMIT is open to all applicants who fit the grant criteria. This Request to Submit must include all of the information requested on the form below, and must be received by **January 15, 2010** to be eligible for consideration. The Request to Submit applications will be reviewed by our committee and a limited number of applicants will be invited to submit through a second step: Full Grant Application.

SECOND STEP: FULL GRANT APPLICATION. Those invited to submit a Full Grant Application will be sent a list of additional required information, which must be completed and received by **April 15, 2010.**

Overview

- CTFA will consider requests up to \$5,000. *Note: recent CTFA Founders organizational distributions have ranged from \$1,000.00 - \$2,500.00.*
- Only one grant proposal per year may be submitted to the Foundation by an applicant.
- Priority consideration will be given to applicants not funded by a CTFA grant during the previous two years.
- Applications for general operating support or for activities will not be considered.
- GRANTS REQUIRE a one-to-one cash match. Salaries may be counted but not in-kind services.
- Recipients of any CTFA grant must include the CTFA logo in all official programs, publications, and marketing and the statement: "Funded in part by a grant from the Children's Theater Foundation of America."
- Theatres that commission and then retain the work created in part by the grant must make that work publicly available for use by other producers within three years of completion of the grant.

REQUEST TO SUBMIT APPLICATION FORM must be received no later than January 15, 2010 and sent via E-MAIL attachment in MS Word format: ".doc" only.

to **GRANTS COMMITTEE: Mina G. Halliday Casmir at mcasmir@hotmail.com.**

Subject line should read "**Founders Organization RTS**". Email confirmation will be sent.

Request to Submit Grant Applicants chosen to proceed to STEP TWO will receive FULL GRANT SUBMISSION Applications via e-mail communication no later than February 15, 2010 with instructions for sending all required information.

CTFA - Founders Grants - Organizations
Request to Submit Application FORM

All information on this Request to Submit Application Form should fit on a maximum of 3 pages

Organization: _____

Address: _____

Phone Number () _____

Website: _____

Name of Individual responsible for this Application: _____

E-Mail address of this individual (required) _____

Date that your organization began operations: _____

Are you an IRS certified not-for-profit organization? ___ (yes) ___ (no)

The most recent annual operating budget for your organization totaled:
\$ _____

If you are a part of a larger organizational budget, please explain:

Date and Title of last CTFA grant received: _____

GRANT AMOUNT REQUESTED \$ _____

I confirm that my proposed project will **begin no earlier than September 1** of _____ (the submission year) and be completed by July 15 of the following year unless otherwise specified.
_____ (initial confirmation)

Exceptional projects extending up to 2 years will be considered. Specify proposed dates of longer projects here:

CTFA-Founders Grant Project Request SUMMARY:

Insert below a **concise and explicit description of your project**.

Begin with a ONE SENTENCE SUMMARY then elaborate. (Total limited to **30 lines of text at minimum 10 pt font**.) You may include website URL links as supplement to your description. --- Address each of these criteria: **National Significance, Feasibility, and Relevance of the CTFA funds**. If this is a partnership project with another organization, identify that organization and summarize the responsibilities of each organization in realizing the project.