

**CTFA Alvin Cohen Memorial Fund Summary Sheet**  
**Projects of National Significance**  
(USA-National Theatre Associations)

Applications must include all of the information requested below, and must be submitted by the application **deadline of April 1 of odd-numbered years, to be eligible for consideration.**

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(street, state, zip code)

**E-Mail (required)** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_ **Website** \_\_\_\_\_

**Name of Individual responsible for this Application** \_\_\_\_\_

**Project Request:** **AMOUNT REQUESTED \$** \_\_\_\_\_

Insert below a **concise summary description of your project.** (A more detailed narrative is requested in the grant materials.)

**Date that your organization began operations:** \_\_\_\_\_

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**Required Check List: Answer questions with yes**

- \_\_\_\_ The proposed project will **begin no earlier than January 1** of the year following granting
- \_\_\_\_ I have included a **Project Narrative** addressing requested information (A)
- \_\_\_\_ I have included the requested **Project support information** (B)
- \_\_\_\_ I have included **letters of agreement or commitment documents** (B-4)
- \_\_\_\_ I have included the requested **Budget and Organization Information** (C)
- \_\_\_\_ I have included **verification of other pending and confirmed financial support for the 50/50 match** (C-2)

**Applications may be submitted between January 1 and April 1, 2011 and postmarked no later than April 1. Applications to be funded will be announced no later than August 15 and all applicants will receive email notice by August 31. Incomplete applications will not be considered for granting.**

**The Grants Committee of CTFA receives and reviews all applications and the Board makes final recommendations.**

See submission instructions under Application Guidelines for mailing instructions.

*(Note this cover sheet should fit on a single page)*

## CTFA Alvin Cohen Memorial Fund Application Materials

(USA-National Theatre Associations)

Cohen Grants are awarded biennially. Applications are submitted in odd numbered years for programs that will occur within the following two years.

Cohen Grants are designed to encourage and support exceptional programs at national theatre conferences. The proposed program must feature mentor-artists: directors, playwrights, actors, choreographers, or designers of stage sets, lights or costumes, whose reputations will attract wide attendance and/or participation. Exhibits, demonstrations and/or workshops led by such professionals are also eligible.

Maximum distribution of funds per cycle will not exceed \$4,000.

- **Projects must not begin before January 1.**
- **A completed CTFA Summary Sheet must accompany all 6 copies of submitted applications materials**
- **An organization may submit only one grant proposal per year**
- **Priority will be given applicants not funded in the previous grant cycle.**

### Eligibility:

- U.S. National Theatre Associations solely concerned with theatre for children and youth ages 4-18.
- The applicant association must have been incorporated for a minimum of three years prior to making an application and have a verifiable record of accomplishments.
- A 50/50 cash match for the proposed program is required. (*General conference expenses and in-kind services cannot be used.*)

**Submit 6 copies of Summary Sheet and Information Requested** (below)

**A. Narrative of Project Request:** (please attach) (*Approximately 500 words or less.*)

**A-1. Summarize your proposal and explain the significance of your project explicitly addressing:**

- **Rationale for inclusion of this particular mentor-artist** at this particular conference;
- **Quality and national significance** of your proposal;
- **Feasibility of the project** for the conference;
- **Relevance of CTFA funding** to the outcome of the project.

**B. Project Information** (please attach)

**B-1. Brief biography** of artist-mentor including artist credentials.

**B-2. A summary time line** including significant dates in preparation; the dates of the conference and events specific to the appearance of the mentor-artist continuing through your organizational evaluation and your submitting final reports to CTFA (within two months following the project's completion).

**B-3. Quality of project:** A description of how your organization is prepared to complete this project *WELL*. Specifically address expertise available and the past record of accomplishments of the association. (*If you include supplementary materials, please submit 6 copies. You may also list any websites or other online sources to support this.*)

**B-4. Letters of agreement and or commitment**

- Please include official documents from the conference chair or designated representative confirming this project is scheduled as a featured part of the conference.
- Please include an official document indicating that the artist-mentor would be available to participate in the capacity presented in your proposal as a part of this conference.

**C. Budget and Organization Information** (please attach)

**C-1. Projected Conference Budget:** Submit a projected budget for the conference. Explain your budget in terms of the feasibility of achieving project goals.

**C-2. Matching Funds:** Document the 50/50 match for the proposed program. (*General conference expenses and in-kind services cannot be used for the match.*)

**C-3. Nonprofit Status:** Attach a copy of the official IRS documentation of nonprofit status.

**Grant Payment**

Successful applicants will receive 75% of the award at the time of the signed contract of acceptance. The remaining 25% will be sent after a final report is submitted. The final report must be submitted to the CTFA Grants Committee by the association within two months of the completion of the event. Failure to submit a timely report will result in forfeiture of the final payment.

**Appropriate credit must appear in all conference programs and advertisements.** The credit shall include a brief statement about the Alvin Cohen Memorial Fund and a photo of Alvin Cohen (to be provided by CTFA), and recognition of the Children's Theatre Foundation of America. A copy of the program(s) must accompany the final grant report. *(CTFA forwards a copy of each final report to the Archives at ASU so the association need not also send a copy to the Archives.)*