

**CTFA Founders Grant Summary Sheet**  
**Projects of National Significance**  
(Organizations)

Applications must include all of the information requested below, and must be **submitted by the application deadline of April 1** to be eligible for consideration.  
Submit **six copies** of the summary sheet and all application materials.

**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:**

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

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**Required Check List: Answer questions with yes or n/a (not applicable)**

\_\_\_\_ The proposed project will **begin no earlier than September 1** of the submission year.

\_\_\_\_ I have submitted **6 complete sets of my application materials with summary sheets attached**

\_\_\_\_ I have attached **brief biographies** of key personnel (B-1.)

\_\_\_\_ I have attached the requested **project information** and **budget information** (A; C)

\_\_\_\_ I have attached **letters of agreement** (C-1) for any partnership projects (where applicable).

\_\_\_\_ I have attached **verification of other confirmed financial support** (C-1) for the project (where applicable)

**Applications may be submitted between January 1 and April 1, 2008. Applications must be "postmarked" not later than April 1, 2008. Applications to be funded will be announced no later than August 15 and all applicants will receive email notice by August 31.**

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

**Mail Applications To:**

ATT: Marilee Miller

CTFA Awards Committee

617 Baxter Ave

Louisville, KY 40204-1105

For UPS or FedEx, please mark package:

*Deliver REAR via parking lot.*

*Please include your email address for notification of receipt of application.*

*For e-mail questions: [mhmillier@applays.com](mailto:mhmillier@applays.com)*

*Phone: 502 583-2288*

## **CTFA Founders Grant ORGANIZATION Application Materials** (Submit 6 complete sets)

Founders Grants have, in more than forty 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 must not begin before September 1.**
- **A completed cover sheet must accompany all 6 copies of submitted applications materials**
- **An organization may submit only one grant proposal per year**
- **Most grant projects are for one year. Exceptional projects extending up to two years may be considered when included in the original grant submission**
- **A on-to-one cash match REQUIRED. Salaries can be counted but not in-kind services.**
- **Recipients of any CTFA grant must include the CTFA logo in all official programs or publications and the statement: "Funded in part by a grant from the Children's Theatre Foundation of America."**

### **A. Narrative of Project Request:** (please attach)

**A-1. Summarize your proposal and explain the significance of your project (to your organization and to your community; and explain national significance.)**

*(Approximately 500 words or less).*

**A-2. Describe the relevance of CTFA funding to the outcome of the project.**

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

**B-1. A summary time line tracing the project from beginning to end.**

*(Note: The schedule for the project itself -beginning and end- must fall within the time frame of the grant requirements, although some planning and follow-up may occur outside these dates.)*

**B-2. Quality of project: A description of how your theatre is prepared to complete this project WELL. Specifically address expertise available and past record of accomplishments.** *(Please submit 6 copies of applicable supplementary material such as bios, reviews, feature articles, etc. You may also list any websites or other online sources to support this.)*

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

**C-1. Project Budget and justification**

- a. **Submit a budget for the project itself that includes itemized projected income (earned and donated) and expenses (artist fees, materials, advertising/marketing, administrative, etc.). Provide documentation of any pending and confirmed external financial support for the project.**

*Note that the Founders Grants require a one-to-one cash match (Salaries may be counted, but not in-kind services).*

- b. **Explain your budget in terms of the feasibility of achieving project goals.**

**C-2. Organization Budget. Submit the most recent annual budget for the organization requesting the grant. This should include all of the general operating, personnel, and program expenses for the organization as well as itemization of income.**

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

The projects awarded a CTFA Founders Grant will be issued a contract with reporting requirements and recognition specifications to be included in printed materials crediting the support of The Children's Theatre of America.