

CTFA Harris Fellowship Summary Sheet
(Individual Theatre Artists)

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.

Name: _____

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 description is requested in the grant materials.)

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**
____ Within my narrative I have explicitly addressed each of the general criteria: Quality; Significance; Feasibility; Relevance of the CTFA funds.
____ I have attached **brief biographies** of key personnel (B-2.)
____ 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: mhmiller@applays.com

Phone: 502 583-2288

Aurand Harris Fellowship Application Materials (Submit 6 Complete Sets)

Aurand Harris Fellowships are designed to assist an individual theatre artist with a specific project or with undertaking and completing a specific plan for the development of his/her own artistic excellence related to practicing in the field of theatre for children.

The general criteria for Harris Fellowships:

- Quality of project (How are you prepared to complete this project well?)
- Significance of the project (to the individual artist, the community, and/or the field)
- Feasibility
- Relevance of the CTFA fund in completing the project

--Projects must not begin before September 1.

--A completed summary sheet must accompany all 6 copies of submitted application materials

--An individual 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 requested in the original grant submission

--Applications for activities undertaken for academic credit will not be considered.

--Generally awards up to \$5,000 will be considered

--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 Theater Foundation of America."

--Theatres that commission and then retain work created in part by a fellowship must make that work publicly available for use by other theatres within three years.

A. Summary of Project Request: (please attach)

A-1. Project Narrative. Describe your project in no more than 500 words. In the narrative specifically address how the project relates to the criteria listed above.

B. Project Information (please attach)

B-1. A summary timeline tracing the project from beginning to end with significant milestones.

(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. Biographies. Supply a brief biography illustrating your particular strengths and experiences related to this project. (Supply letters of agreement for any partnership projects.)

B-3. Partnerships. If your project is to be a part of a partnership with an organization, please define that relationship and supply letters of agreement for any partnership projects.

C. Budget Information (please attach)

C-1. Project Budget and justification

- a. **Submit a budget for the project** itself that includes itemized budget and a budget justification listing both expenses and the income expected to offset these expenses. Explain your budget in terms of the feasibility of achieving project goals. Include verification of any pending and confirmed external financial support (grants, etc.) or partnership agreements.

The projects awarded a CTFA 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.