

**CTFA Aurand Harris Children's Theatre Grant Summary Sheet**  
(Small and Mid-sized Not-for-Profit 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 description is requested in the grant materials.)

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

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

**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 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.

**SUBMIT TO: Aurand Harris Grant**

**CTFA GRANT SUBMISSIONS**

**M. H. Miller,**

**617 Baxter Ave.**

**Louisville, KY 40204-1105**

*(Note this should all fit on one page)*

## **Aurand Harris Children's Theatre Grant Application Materials** (Submit 6 Complete Sets)

Aurand Harris Grants, as Mr. Harris intended, focus primarily on not-for-profit, small and mid sized theatres.

### **Who may apply:**

-**Small theatres**, established for at least three consecutive years, possessing a public record of artistic quality, with an annual operating budget under \$250,000 and not-for-profit status.

-**Mid-sized theatres**, established for at least 10 consecutive years, possessing a public record of artistic quality and an annual operating budget of not less than \$250,000 and not more than 1 million, and not-for-profit status.

### **Harris grants have served a wide variety of needs such as:**

- 1) *The premiere of an important and promising new play for children/youth, including the costs of:*
  - a) *Fees and expenses of a noted guest artist, b) Expenses to enable a playwright to participate in rehearsals and attend performance of his/her play, c) Special production needs.*
- 2) *Performance expenses of a USA Children's theatre to send a play to a regional, national, or international festival or convention.*
- 3) *Support for the establishment of a special children's theatre production project or program such as a touring program, a playwriting program, or a production-related symposia.*
- 4) *Assistance in securing scripts, supplies and equipment of production of plays for young audiences.*

**-Projects must not begin before September 1.**

**-A completed cover sheet must accompany all 6 copies of submitted application 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 requested in the original grant submission**

**--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 one-to-one cash match REQUIRED. Salaries can be counted but not in-kind services.**

### **A. Summary 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, where applicable, 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 or confirmed external financial support for the project.** *Note that the Harris 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 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.