



SETC Convention Grant Application

For Non-Academic Professional Theatres

PART I: APPLICATION

Legal Name of Organization: _____

Federal Employment Identification Number (EIN): _____

Does the applicant possess 501(c)(3) tax exempt status? Yes No

(Applicant organizations must be registered as 501(c)(3) organizations to be eligible for this grant.)

How long has the applicant possessed 501(c)(3) tax exempt status? _____ years

Is the organization a producing theatre company that is primarily funded by a college or university? Yes No

Is the applicant organization a current member of SETC? Yes No

(Please note this grant is specifically for theatre companies that are NOT SETC members)

Has the organization ever been a member of SETC? Yes — Last Year of Membership: _____

No

Primary Contact for Organization *(person to whom communication about the application may be directed):*

First Name: _____ Last Name: _____

Title: _____

Organization Street Address: _____

City: _____ State: _____ Zip: _____

Telephone (including area code): _____ Email: _____

Convention Participant Information *Please identify staff members [up to four (4)] who will participate.*

1. Participant Name _____ Title _____

Email Address _____ Phone _____

2. Participant Name _____ Title _____

Email Address _____ Phone _____

3. Participant Name _____ Title _____

Email Address _____ Phone _____

4. Participant Name _____ Title _____

Email Address _____ Phone _____

PART II: PROJECT NARRATIVE. *Please clearly address each of the items below in a project narrative. For clarity, please label each section (items noted in bold text). The project narrative should not exceed two (2) pages in total.*

Organizational Impact. *Discuss the perceived benefits this program is expected to provide the organization. How will this program help to address the needs of the organization?*

Individual Impact. *For EACH of the individuals listed in PART I: APPLICATION as a Convention Participant, please identify her/his name, title, and primary responsibilities (2-4) within your organization. Please indicate the specific activities in which each participant expects to be engaged at the SETC Convention and the perceived benefits participation is expected to provide the individual(s).*

SETC involvement. *Please briefly describe the organization's past involvement with, and participation in, SETC activities, if any. Describe how the organization plans to participate in SETC events and services in the future.*

PART III. OTHER REQUIRED MATERIALS

In addition to the completed Application and the Project Narrative, the following support materials must also be sent electronically (as email attachment) to grants@setc.org by the deadline. It is preferable that all materials be sent as a single electronic file.

- Copy of organization's 501(c)(3) determination letter
- **One** (1) of the following:
 - A copy of page one (1) of the organization's most recent IRS 990 form **OR**
 - A financial report prepared by an accountant and signed by the board president or chair
- A history and background of the organization (no more than two pages, single spaced) that includes:
 - The mission and purpose of the organization
 - A brief history of the organization, including major accomplishments
 - A list of recent notable programming or projects
 - A brief description of the organization's administrative structure, including number of employees and reporting structure

Applications must be submitted as a single PDF document sent via email attachment to grants@setc.org, with the subject line: SETC CONVENTION GRANT – "Your Theatre/Organization Name"