



SETC Convention Grant Guidelines

For Non-Academic Professional Theatres

ABOUT SETC

Mission: Connecting You to Opportunities in Theatre

Vision: SETC is the strongest and broadest network of theatre practitioners in the United States. We provide extensive resources and year-round opportunities for our constituents. Our services, publications, and products contribute significantly to the careers of emerging artists, seasoned professionals, and academicians. SETC energizes the practical, intellectual, and creative profile of theatre in America.

PROGRAM PURPOSE

SETC is a network of theatres, theatre practitioners, theatre educators and students. Every March, SETC hosts more than 4,500 people at its Annual Convention. The Convention provides participating theatre companies the opportunity to hire actors, designers, and technicians seeking work through auditions and job interviews. The Convention also offers opportunities for networking and professional development through workshops, keynotes and performance festivals. The Convention Exhibit Hall presents a wide range of commercial companies that share their expertise and most recent productions.

In 2017, SETC established the Convention Grant program for U.S.-based non-academic professional theatres that are not yet organizational members of SETC. The grant provides a trial SETC membership and convention registration, and a grant to assist theatres with lodging and related travel. The purpose of the program is to provide participants with meaningful professional and networking opportunities through SETC. SETC seeks a broad range of applicants for this program and invites professional theatres of all sizes from around the country to apply.

Theatres may apply for one grant that supports up to four staff members attending the SETC Convention. At least two grants will be awarded per year.

ELIGIBILITY

Non-Academic Professional Theatres are eligible to apply to the Convention Grant program if the organization meets the following requirements:

- Are not current SETC Organizational Members
- Have not been SETC Organizational Members for at least two years prior to application
- Are not funded by a college or university
- Currently possess and have possessed 501(c)(3) tax exempt status as defined by the IRS for at least two years prior to applying for this grant
- Are not prior recipients of this grant

If you have questions regarding your organization's eligibility, please email grants@setc.org.

GRANT BENEFITS / DISBURSEMENT OF GRANT BENEFITS

Recipients are invited to participate in a range of activities during the annual SETC Convention. Please see www.setc.org for Convention details.

Activities at the Convention include:

- Professional Auditions, to hire performers
- Theatre Job Fair to hire designers, technicians, production and administrative staff
- Networking and social events*
- Workshops
- Keynote presentations and masterclasses
- Access to Commercial Exhibits & Education Expo
- Arranged meetings with SETC mentors
- Access to festivals: Community Theatre, Theatre for Youth, High School Theatre, Ten-Minute Play and Fringe Festivals

*Grant does not include invitation to meal events.

Grant funds will be disbursed in the following manner:

- Complimentary one year Organizational SETC membership (\$80 value)
- Up to four (4) Individual SETC memberships (\$80 value each) will be provided for the next calendar year (total value up to \$320)
- Upcoming Annual Convention Registration for up to four (4) staff members (\$290 value each) will be waived by SETC (total value up to \$1,160)
- The cash portion of the grant, which may be used for reimbursement of travel, lodging, and/or meals, will be provided in the form of a check, mailed and made payable to the grant recipient organization in the amount of up to \$800 max. per organization. The check will be mailed to the grant recipient organization upon submission of a Grant Report following participation in the SETC Annual Convention – see SETC Grant Program Calendar for submission deadline.

NOTE: Payment may take two to four weeks. SETC will make every effort to process payment quickly once the grant report has been received.

RECIPIENT RESPONSIBILITIES

Recipients must agree to be available for attendance and participation in the 2019 SETC Annual Convention in Knoxville, TN from February 27 – March 3, 2019.

Recipients of Convention Grants are responsible for all associated travel and participation expenses not explicitly covered by the grant. This includes, but may not be limited to, travel to and from the convention site, lodging, meals and incidental expenses.

Grant Reporting Requirements

A brief Grant Report (no more than two typed pages) from the grant recipient organization should be submitted to the SETC Central Office per the SETC Grant Program Calendar deadline. The report should include:

- a list of activities in which recipients participated at Convention
- discussion of which activities were most beneficial to the organization and/or participants
- discussion of the impact of the grant on the organization and/or individual participants
- a statement of the likelihood the organization and/or participants will attend future SETC Conventions

GRANT REVIEW PROCESS

A grant review committee is appointed by the SETC President. The SETC Executive Director will serve as an ex officio member of the committee.

Review Criteria

In reviewing applications, the committee will seek to ensure that funded applications reflect and contribute to the purposes of the program and to the broader mission of SETC. To that end, the committee will seek to fund applications demonstrating that (in order of importance):

1. The recipient organization will benefit substantially from participation in the SETC Convention.
2. Individual participants of the organization will benefit substantially from participation.
3. The applicant organization has an interest in developing an ongoing professional relationship with SETC and its professional services.

HOW TO APPLY

See **GRANT PROGRAM CALENDAR** for Application deadline.

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”.

Submissions to the above email address will receive automatic receipt notification.

Incomplete applications, or applications submitted after the established deadline, will not be considered.

Questions: For assistance with the grant application process, please email grants@setc.org with a detailed explanation of questions regarding the application or the program. Please provide return contact information (email and phone). Every attempt will be made to reply to requests within two business days. Replies may be made in the form of email or phone contact.

APPLICATION MATERIALS

Applicants must submit the following materials by the deadline:

- ✓ Part I: Application form
- ✓ Part II: A brief Project Narrative
- ✓ Part III: Other Required Materials
 - 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
 - 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

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