



# Staffing Development Matching Grant

## For SETC Member 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

In 2017, SETC established the Staffing Development Matching Grant Program to support its non-academic producing theatre members. SETC recognizes the fundamental contribution its non-academic producing theatre member organizations provide the field at-large through internships, mentorship, and apprenticeship. SETC also recognizes that its member theatres are often in need of talented and skilled professionals to work on specific projects or seasons. To help meet the needs of the field, the new matching grant program aims to foster the *expansion* of existing internship, mentorship, and apprenticeship programs and the creation of new opportunities in its member theatres for programs that support the development and training of emerging professionals interested in pursuing a career in theatre.

The program was founded as a complement to the success of existing SETC initiatives and services such as Ready to Design, Theatre Job Fair, and Professional Auditions, which serve to enhance the tradition of the apprenticeship model in preparing emerging theatre professionals.

The Staffing Development Matching Grant may be used to support the expansion or enhancement of an SETC member organization's existing programs, or to develop new programs that provide emerging professionals in the field with experiential learning opportunities. The purpose of the matching grant program is two-fold, as it provides participating theatre companies with motivated, emerging professionals who are ready to work and to learn, while also providing emerging professionals with meaningful experiences where they can grow their skills, gain experience, and develop an understanding of the profession that can be put to use in their future careers.

Matching funds will be provided up to \$2,000. To meet the 1:1 match requirement, theatre companies may include cash or in-kind services in their match. At least two grants will be awarded per year.

### ELIGIBILITY

Organizations are eligible to apply to the Staffing Development Matching Grant Program if they meet the following eligibility requirements:

- Are current SETC Organizational Members
- Have been SETC Organizational Members for at least one year prior to application
- Are a producing theatre company that is 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
- Have not been awarded a Staffing Development Matching Grant in the last three years
- Will provide an internship, mentorship, or apprenticeship opportunity to an emerging professional during the grant period

- Will provide matching funds and/or in-kind services to support the internship, mentorship, or apprenticeship, as described below
- Comply with all applicable federal, state and local laws and ordinances, including but not limited to those that bar discrimination on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, military veteran's status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law
- Comply with Fair Labor Standards

## **ORGANIZATIONAL RESPONSIBILITIES**

Organizations receiving grants through the Staffing Development Matching Grant Program are responsible for recruiting, auditioning and/or interviewing, hiring, and training participants.

While not required, SETC encourages participating organizations to recruit and select participants through established SETC programs such as Theatre Job Fair or Professional Auditions.

Programs may include artistic, technical, educational, and/or administrative development activities or completion of such responsibilities for the organization.

Organizations receiving grants must acknowledge the support of SETC appropriately in print materials and/or online.

### **Organizational Matching Funds**

Organizations receiving grants through the Staffing Development Matching Grant Program must provide matching support that is equivalent to, or greater than, the funds received from the grant.

Matching funds may include 'in-kind' or 'out-of-pocket' expenditures that are directly related to the internship, mentorship, or apprenticeship, and may include any of the following:

- Compensation provided to the participant beyond those funds provided by the grant
- Reimbursement (or provision) of housing, travel, or other subsistence expenses to the participant
- Provision of educational programming or activities in which the participant will be engaged
- Payment of supervisory staff who will directly oversee the program
- Other expenses that are particular to the needs of implementing the program, including marketing/promotion and associated recruitment costs

### **Payment or Benefits to the Participant for an Internship, Mentorship, or Apprenticeship**

Participants may be paid using funds provided by the grant. The organization may increase funding provided to the participant, if desired, by adding its own organizational funds.

Programs may be full-time or part-time, short-term or long-term. It is the organization's responsibility to comply with wage and hour laws, including the payment of overtime, when required.

Participants should be paid or provided benefits in a manner that is consistent with the organization's payment or benefits provided to other staff or participants who are in the same category of employment (intern, apprentice, etc.).

### **Scheduling of the Internship, Mentorship or Apprenticeship**

Beginning and ending dates for programs will vary depending upon the organization's needs and the participant's schedules.

***All programs should begin no earlier than the Grant Award Date (see SETC Grant Program Calendar).***

## **Participant Responsibilities in the Internship, Mentorship or Apprenticeship (Participant Agreement)**

Participant duties will vary depending upon the organization's needs and participant's ability.

Organizations must provide participants with a written agreement in advance that includes the beginning and ending dates, expected hours of work or participation, payment or benefits amount, method and schedule for disbursement, details of other benefits to be received or expenses to be incurred (if applicable), and an outline of duties and responsibilities. A copy of this Participant Agreement will be expected as part of the reporting requirements when grant funding is disbursed to the organization.

### **Designated Supervisor Responsibilities**

The participant must be assigned a primary supervisor for the internship, mentorship, or apprenticeship. Secondary supervisors may also be identified.

Supervisors must plan work, provide training, and oversee the participant's activities.

Supervisors must be capable of providing a quality educational experience for the participant.

### **DISBURSEMENT OF GRANT FUNDS**

Grant funds will be awarded directly to the organization. It is the responsibility of the organization to administer funds awarded according to the terms outlined in the grant application.

Grant funds will be disbursed in the form of a check made payable to and mailed to the organization as provided on grant application materials.

Grant funds will be disbursed once SETC receives the following:

- A copy of the Participant Agreement (signed by the participant) which includes the organization's name, participant's name and contact information, and which outlines the details of the internship, mentorship, or apprenticeship. Agreement must include the beginning and ending dates, expected hours of work or participation, payment or benefits amount, method and schedule for disbursement, details of other benefits to be received or expenses to be incurred (if applicable), and an outline of duties and responsibilities.
- An invoice from the organization requesting disbursement of awarded grant funds.

NOTE: Payment may take two to four weeks. SETC will make every effort to process payment quickly, but if grant funds are not received before the participant is to be paid (or benefits provided), the organization is required to pay the participant or provide the benefit from its own funds.

### **FINAL GRANT REPORTING REQUIREMENTS**

A short report (maximum of three typed pages) from the grantee organization should be submitted to the SETC Central Office at the end of September per the Grant Program Calendar. The report should include:

- a description of how the grant funds were used
- how the match was made
- the impact of the grant on the organization and the emerging artist/administrator
- if appropriate, a short testimonial by the emerging artist/administrator discussing their experience

### **GRANT REVIEW PROCESS**

A grant review committee will be 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:

- the program will provide meaningful contributions to the participating organization,
- participants will be provided meaningful training and experience opportunities, and
- the organization has the capacity to provide such meaningful opportunities, including supervisory responsibilities.

## HOW TO APPLY

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

**Applications must be submitted as a single pdf document sent via email attachment to [grants@setc.org](mailto:grants@setc.org)**, with the subject line: STAFFING DEVELOPMENT 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](mailto: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: Project Narrative. Please see application for specific instructions.
- ✓ Part III: Project Budget form (including plans to meet the required match) **EXAMPLE BELOW**
- ✓ Part IV: 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
    - A brief description of the organization’s administrative structure, including number of employees and reporting structure

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Completed Project Budget Form Example (budget form available on website with application and guidelines)

SETC Staffing Development Grant Part III: Project Budget Form						
Applicant Organization Name		ABC Theatre Company				
Budget Item	Grant Amount Requested	"Out-of-Pocket" Cash Match	Source of Cash Match	"In-Kind" Match (\$)	Source of "In-Kind" Match	Total
Intern Payroll	\$ 1,500.00					\$ 1,500.00
Housing				\$ 1,000.00	Donor provided	\$ 1,000.00
Meal subsidy		\$ 500.00	Operating budget			\$ 500.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>TOTAL</b>	<b>\$ 1,500.00</b>	<b>\$ 500.00</b>		<b>\$ 1,000.00</b>		<b>\$ 3,000.00</b>
<b>Total Grant Request</b>						\$ 1,500.00
<b>Total Cash Match</b>						\$ 500.00
<b>Total In-Kind Match</b>						\$ 1,000.00
<b>Total Match</b>					<i>(Value must be 50% or greater of TOTAL)</i>	50.0%
<b>Total Project Balance</b>					<i>(should be \$0)</i>	\$ -
<b>Notes on Matching Funds/Sources</b>						
<b>Cash Match:</b> ABC Theatre will provide participant payment of \$250/monthly for two months as a meal subsidy. <b>In-Kind Match:</b> Housing in the form of an apartment will be provided to the participant at no charge for two months by Mr. and Mrs. Generous Donor, long time patrons of ABC Theatre Company. The fully furnished apartment is located one mile from the theatre venue and rent is normally \$500 per month.						

Southeastern Theatre Conference (SETC & IOT)  
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 Greensboro NC 27405  
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 P: 336-272-3645 / IOT: 336-272-3784

“Connecting You to Opportunities in Theatre.”

