



Staffing Development Matching Grant

For SETC Member Non-Academic Professional Theatres

PART I: APPLICATION

Legal Name of Organization: _____

Federal Employment Identification Number (EIN): _____

Amount Requested: \$ _____

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

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

Is the organization a producing theatre company that is not primarily part of a college or university? Yes No

How many years has the applicant organization been a member of SETC? _____ years

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: _____

Career Development Program Information

Type. Which type best describes the proposed program?

Internship Mentorship Apprenticeship Other: _____

New/Existing. Is the proposal for a new program or an enhancement to an existing program?

New Existing

Category. Select the category below that most closely describes the participant's primary participation.

Acting/Performance Direction
 Administration Technical
 Education Outreach Production
 Design Other: _____

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 three (3) pages in total.*

SETC Involvement. *Please briefly describe the organization's past involvement with, and participation in, SETC activities.*

Brief organization and program description. *Provide a 1–3 sentence description for publication on SETC's website and descriptions of the opportunity, if funded.*

ABOUT THE PROGRAM

Duties and Activities. *Briefly describe the participant's primary duties and responsibilities. This should function as the primary "job description" for the participant's involvement.*

Program Expectations. *What should the participant expect from this experience? How will the participant be integrated into the activities of the organization?*

What skills, knowledge, or other requirements for applicants? *If any specialized skill, knowledge or other requirements are expected of applicants, please list those here.*

Application Method. *How will candidates apply for participation? Indicate the various methods by which candidates may or must apply (online application, in-person interviews, audition, etc.)*

Selection. *Describe the process for selection, those involved in selection, and the criteria on which selection will be made.*

Marketing the Opportunity. *What is the organization's plan to market and attract applicants?*

ABOUT THE ORGANIZATION

Program Structure and History. *If the program is an existing one, please briefly describe the organizations history in providing this program and how it is structured. If the program is new, please briefly describe the proposed structure.*

Supervision. *Who will supervise the participant? Describe the supervisor's history with the organization and/or with similar supervisory roles.*

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

PART III. PROJECT BUDGET

Use the "SETC Staffing Development Grant *Part III: Project Budget Form*" to indicate expenses and matching sources of funding for the proposed program. There is a completed Project Budget form example at the end of the Guidelines.

Indicate all major project expenses in the "Budget Item" column and provide budgeted amount and source (out-of-pocket or in-kind, as appropriate).

Include notes of explanation for matching fund sources as necessary at the bottom of the page. Please note that a minimum 1:1 match is required, so the total of match funds provided must be 50% or greater of the total project cost. % calculation will update automatically as numbers are entered into the form.

PART IV. 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 # of employees and reporting structure
 - A list of key staff, w/short bios, to be directly involved in the proposed program

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