



2018-19 Performance Grant Application

Application Checklist

GRANT APPLICATION PERIOD OPENS: APRIL 10, 2018

GRANT DEADLINE: MAY 10, 2018 AT 4:00 P.M.

GRANT NOTIFICATION: JUNE 2018

SUBMISSION GUIDELINES:

- Email signed PDF (word documents or any other format will not be opened or considered) to niki@toarts.org
- Hand deliver or mail one copy to TOARTS, Attn: Niki Richardson, 2100 Thousand Oaks Blvd., Thousand Oaks, CA 91362 (*must be received by May 10, 2018 by no later than 4:00 p.m., postmarks do not count*):

MUST MEET ALL ELIGIBILITY CRITERIA

ORGANIZATION NAME: _____

- 501 (c)(3) tax ID number (EIN): _____
- Secured performance date on the Bank of America Performing Arts Center calendar
- Performance must be available to the general public to attend.
- Performance must have secured additional funding. TOARTS will not fund more than 50% direct production costs of performance.

ADDITIONAL DOCUMENTS – DO NOT STAPLE. PLEASE PAPERCLIP ALL DOCUMENTS IN THE EXACT ORDER OUTLINED BELOW.

Please be sure your application includes all parts and **in the order** outlined below.

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

- This Page as a Cover Sheet
- Organization Information
- Performance(s) Budget
- Funding Sources
- Board of Directors/Governing Body
- Projected Organization Budget 2018-19
- Previous fiscal year Financial Statement
 - Profit & Loss Statement 2017-18
 - Balance Sheet 2017-18
- Certification Page

Organization Information

1. Name of Organization: _____

2. Mission/Primary Purpose of your organization: _____

3. Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

4. Grant Contact: _____ Contact Title: _____

Phone: _____ Contact Email: _____

5. Executive Director: _____ Email: _____

6. Social Media Handles: _____

7. Name and date of specific performance(s) for which funds are requested.

Date if known	Name	Amount

8. Grant Request: \$_____ Total Performance Cost: \$_____

9. Total 2018-19 Organizational Expense Budget (projected): _____

10. Percentage of total annual board giving? _____% \$_____

Performance Budget

Please do not include decimals. Round up or down to the nearest dollar.

NOTE: you may attach a separate profit and loss sheet in lieu of filling out this page. Use this as a guide to provide what's requested if you do not have a profit and loss statement available.

INCOME

Possible categories: grants, individuals, business support, events, fees for service, etc.

Source	Total Project (\$)	Pending (\$)	Secured (\$)	Notes
Total Income				

EXPENSES

Item	Total Project (\$)	Notes
Total Expenses		

IF using additional pages, please attach behind this page

Funding Sources

Use this space to identify **additional** sources of income for your performance/organization as a carryover from your performance budget on Page 4.

Name	Amount	Secured/Pending

Top five donors for 2017-18

Name	Amount

Have you received prior funding from TOARTS or the City of Thousand Oaks CEEF Grant Program?

Year	Amount	Purpose/Performance

Board of Directors/Governing Body

use this as a template to provide names of all your board members

Name	Affiliation/Profession	Board Position	Years of Service

Certification

Successful applicants will receive a theatre credit which will be paid directly to the City of Thousand Oaks Cultural Affairs Department (CAD). This will be posted as a credit on the CAD settlement statement for the designated performance.

The Theatre credit may not be used as a qualifying deposit to secure a date on the Bank of America Performing Arts Center calendar.

TOARTS performance credits will be awarded based on available funds and will not exceed 50% of the direct production costs of the performance.

Funding will not be provided in support of performances that are primarily for fundraising or what may be considered partisan purposes.

Successful applicants will be required to acknowledge TOARTS as outlined below:

- We agree to include TOARTS in e-blasts and social media where other donors are acknowledged
- We agree to include TOARTS logo and/or name in the commensurate donor level for our organization.
- We agree to provide TOARTS an ad commensurate with the donor level in the program. (please provide TOARTS with dimensions of artwork no less than 30 days before due date to receive a camera-ready PDF)
- We understand that we may be called upon to provide 4 tickets to TOARTS for the performance being funded.
- By signing below, we certify that, to the best of our knowledge, this application and completed attachments are true and accurate statements.

Executive Director Signature

Officer of the Board Signature

Printed Name

Printed Name

Date: _____

Date: _____