

**UNION COUNTY ADVANCING COMMUNITY THEATRE (UCACT)
GRANT PROGRAM**

Provided by the Union County Board of Chosen Freeholders



UNION COUNTY
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**UNION COUNTY ADVANCING COMMUNITY THEATRE (UCACT)
GRANT APPLICATION**

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The Union County Board of Chosen Freeholders is pleased to announce the 2016 Union County Advancing Community Theatre (UCACT) grant program.

UCACT began in 2015 as part of Freeholder Chairman Mohamed S. Jalloh's "Building a Community of the Arts" initiatives. Renewed for 2016, the UCACT grant program aims to engage the creative life of Union County by sponsoring enriching community theatre experiences that promote economic and social well-being.

The mission of the UCACT grant program is to support and encourage the performing arts in Union County. Recognizing the importance of the arts in society, UCACT seeks to fund Union County-based community theater companies that contribute to the advancement or preservation of theater as an art form.

The UCACT grant program seeks to assist the artistic community in the County of Union by providing support that will promote high quality theatre productions, encourage new programming, set a high bar for artistic challenges, and help make live theater more accessible to all. This grant program provides support only to organizations that have an established artistic and administrative track record, as well as a history of fiscal responsibility.

One of the main components of this grant is to provide assistance to community theaters organizations in Union County who need performance space to showcase their works. To that end, three performance spaces are available to those seeking to participate in the UCACT program. The first is the Mainstage at the Union County Performing Arts Center (UCPAC) located at 1601 Irving Street, Rahway, New Jersey - this fully-equipped professional theater seats 1334 audience members. The second is the UCPAC's Hamilton Stage located at 360 Hamilton Street, Rahway, New Jersey - this fully-equipped professional theater seats 199 audience members. The third performance space is The Loft at UCPAC located at 1601 Irving Street, Rahway, New Jersey with an entrance on Main Street. The Loft is a black box / studio style theatre space that seats approximately 65.

Qualifying performances must be presented between January and June 2016.

Applications are being accepted now on a rolling basis. Organizations are strongly encouraged to apply early as grants will be reviewed, announced and awarded on an ongoing basis based on funding availability. For additional information, please contact Victoria Durbin Drake, Chief of Staff, Union County Board of Chosen Freeholders, at 908-558-2278.

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GENERAL CRITERIA

1. UCACT seeks to recognize companies that pursue a clearly defined mission, and whose work represents breadth, vitality, innovation, and a commitment to an artistic community, general audiences, or a specific demographic. UCACT considers and values additional education, outreach work, and audience development on the part of the applicant company.
2. Qualifying performances must be presented between January 2016 through June 2016.
3. Applicants must be a 501c 3 not-for-profit organization whose primary activities center on the production of dramatic and/or musical theater. Additional activities may include developmental and/or educational programming. Units of state or local governments will be considered.
4. Qualified organizations will have produced at least five consecutive productions, and have plans for an upcoming season. If the purpose is educational in nature, individual applicants do not need to meet this criteria; rather, the selection committee will judge each on its merit.
5. Applicants must legally acquire the rights to produce the proposed production within their season. Proof of rights to produce the production will be required prior to use of the venue space in accordance with the proposed schedule.
6. Proof of copyright for the use of photos / logos for marketing and promotions will be required by all grantees.
7. Applicants must show the ability to generate both earned and contributed income.
8. Applicants must submit complete audited financial statements for the appropriate fiscal year, with financial statements prepared in accordance with generally accepted accounting principles.
9. Applications are being accepted now on a rolling basis. Organizations are strongly encouraged to apply early as grants will be reviewed, announced and awarded on an ongoing basis based on funding availability.
10. All grantees are required to participate in a project meeting upon receipt of grant agreement to confirm details of the grant.
11. For consideration to participate in the program, please submit 3 (three) original copies of your application to:

Victoria Durbin Drake
Chief of Staff, Freeholder Board
Administration Building 6th Floor
Elizabethtown Plaza
Elizabeth, NJ 07207

**UNION COUNTY ADVANCING COMMUNITY THEATRE (UCACT)
GRANT APPLICATION**

PROPOSAL REQUIREMENTS

I. Cover Letter

A cover letter on institutional letterhead should accompany the final proposal. It should contain:

- a. Name and address of organization
- b. Signature of the principal of the organization
- c. Brief project title and summary
- d. Anticipated timeframe sought
- e. Complete contact information, including email, phone, fax and mailing address
- f. Names and contact information of any collaborating institutions and individuals

II. Cover Sheet

Please complete the Cover Sheet found at the end of this application and include it with your final proposal.

III. Table of Contents

Please provide a list of all materials making up the total application package including itemization of all the support materials. This will greatly facilitate the panel's ability to easily identify and locate support materials.

IV. Organization Background Narrative

All background narratives should include the following information and support material:

- a. A brief description of the organization including mission statement and history
- b. Briefly describe the overall governance and management structure of the applicant organization. Please include full names and titles of members of the Board of Directors/ Trustees, etc
- c. Tax exempt status - all applying organizations must be exempt from federal income tax. Please include proof of tax exempt status in the support material section of your application.
- d. A brief description of past productions. Please include photos from past productions in the support material section of your application.

V. Project Narrative

All project narratives should include the following information:

- a. A clear and concise description of the project
- b. Preferred venue (UCPAC Mainstage - 1334 seats, Hamilton Stage - 199 seats, or The Loft - 65 seats)

**UNION COUNTY ADVANCING COMMUNITY THEATRE (UCACT)
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- c. Requested timeline including technical rehearsals and performance dates
- d. Rationale - the reason for the project, including why this grant would be important to the organization, its constituencies, and expected benefits and outcomes
- e. A statement indicating that the organization will provide interim and final reports according to a schedule specified in the award letter, and identifying the person(s) responsible for reporting for this grant
- f. Describe roles and responsibilities of staff, board, volunteers, and/or consultants as related to the project. Please include full names, roles and titles of key participants

VI. Budget Narrative

The budget narrative should describe and justify the cost assumptions for each category and line item associated with your project. The budget narrative should not introduce new features of the project beyond what is presented in the project description.

- a. Budget categories may vary according to the project proposed, with examples as follows:
 - 1. Personnel – list of all personnel costs for each paid position. This section should include all positions and pay for each.
 - 2. Expenses – list of all expenses, detailing each, that may be paid to personnel.
 - 3. Equipment and Supplies – itemized list of equipment and supplies to be rented or purchased for this project.
 - 4. Additional support – list of any other funding sources specific to the funded project
- b. Provide a budget spreadsheet with all expenses delineated by clearly defined major categories. Each major category should be detailed with sub-categories.
- c. If proposal is for a collaborative project, a consolidated budget should be submitted with separate entries for each participating institution.

Please note, in accordance with UCACT general guidelines, all grantees are required to participate in a project meeting upon receipt of grant agreement to confirm details of the grant.

VII. Endorsement Letters

Endorsement letters should be from collaborating partners, venue directors, and funders.

VIII. Support Materials

Required and optional support materials that demonstrate or give evidence of what is presented in the narrative play a significant part in the evaluation process. While they do not substitute for vital points that need to be made in the narrative, they are important tools that provide the panel with a complete picture and a firm basis for evaluation. Applicants are required to submit some specific support materials and have the option of submitting up to another 8 pieces of support material that are from the past 18 months, and are current, relevant materials.

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Date of application: _____ Application submitted to: _____

Organization Information

Name of organization _____ *Legal name, if different* _____

Address _____ *City, State, Zip* _____ *Employer Identification Number (EIN)* _____

Phone _____ *Fax* _____ *Website* _____

Name of contact person regarding this application _____ *Title* _____ *Phone* _____ *E-mail* _____

Is your organization an IRS 501(c)(3) not-for-profit? _____ Yes _____ No
If no, is your organization a public agency/unit of government? _____ Yes _____ No

Proposal Information

Please give a 2-3 sentence summary of request:	
Anticipated project dates:	Preferred venue:

Budget

Total project budget: \$ _____

Authorization

Please print name of authorized contact person for this application: _____

Authorized Signature: _____