



CHILDREN'S THEATRE FOUNDATION GRANT APPLICATION

<http://www.ctfmidwillamettevalley.org>

Mission: "Empowering children by granting funds to schools and organizations for programs that educate children through participation In Theatre Arts"

I. APPLICATION SUMMARY

Deadline: June 15, 2012

Officers

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Board of Directors

Kathy Bebe
Bryan Decker, Honorary
Tim Jaskoski
Gayle Palandech
Lauren Saucy
Jim Wiles
Leslie Coleman Zeigen
Sharon Zielinski

A. ORGANIZATION INFORMATION

Legal name of organization _____

Mailing Address _____

City, State, Zip _____

Federal Tax ID/Employer ID# _____

Web Address _____

B. Project Manager or Contact Person

Name _____

Title _____

Phone _____ Fax _____ E-Mail _____

C. Organization's Mission Statement

D. Project Information

Project Title _____

Brief Description _____

E. Budget Information

Total Project Budget _____ Amount Requested from CTF _____

F. Approval

Person approving the proposal (must be approved by Executive Director, Administrator or Board Chair) _____

Signature _____ Date of Application _____

Name and title _____

Thank you for applying for a grant from the Children's Theatre Foundation. Grants will be awarded for programs consistent with our mission statement and are 501(c) (3) organizations.

We regret that we cannot address requests for:

- Religious organizations or programs that are religious in nature
- Equipment, or musical instruments
- Scholarships
- Individuals
- Galas or fundraising activities
- Programs located outside the mid-Willamette Valley (15 mile radius from Salem)
- Educational institutions for regular instructional programs
- Capital or building construction projects
- Endowment campaigns

G. General Guidelines

1. Complete Grant Application Summary as well as Grant Narrative (sections H, I, J).
2. Grant is limited to three (3) pages including the Application Summary (not including letters of support).
3. Grant requests shall only be considered from non-profit organizations that have a legal presence in Oregon, and for projects that directly benefit children K-12 in the Mid-Willamette Valley area. Priority will be given to grants with emphasis on participatory programs or projects that include underserved children.
4. At the end of your project you will be required to provide Children's Theatre Foundation with a final report and evaluation.

II. NARRATIVE

H. Project Description

1. List the primary objectives of the project in bullet form.
2. What outcomes do you seek from those objectives?
3. Explain how your program meets the educational needs of children.
4. Explain how the project supports and enhances the Children's Theatre Foundation Mission which promotes supports, develops and expands theatre for children.
5. Please provide as much detail as possible regarding the following: a.) The targeted student population; b.) Number of students; c.) Student selection process; d.) Proposed schedule including hours/weeks of student participation.
6. Include a description of your proposed curriculum if appropriate to your plans.
7. Describe how your project will be evaluated including who will be involved in the evaluation process and how you will know you met your objectives.

I. Project Budget

1. Provide an itemized operating budget.
2. Include any additional funding sources and what services/expenses those funds will address in your project.
3. List any 'in-kind' services that will be made available.
4. In the event that CTF can only support part of your program, could you fully implement your plan?
5. If staff salary is part of your proposed budget, clearly articulate hourly wage and # of hours. [NOTE: CTF does not fund fringe benefits.]
6. Include current IRS 501 C (3) document or current documentation establishing tax exempt status if your organization is **NOT** a school district or higher education institution.

J. Organization Qualifications

1. Describe the qualifications of the organization, project leaders, managers, and staff.
2. Provide three letters of support (e.g., board president, principal, benefactors or patrons).

III. EVALUATION- Submit within 3 weeks of the end of the project (at the time of project award a more detailed description of items to be included in the evaluation will be provided).

1. Provide a complete evaluation of the project. In what ways did you meet/fail to meet your objectives? Strengths and weaknesses. Things to consider in the future.
2. Personnel involved.
3. A brief description of the project conducted, news articles, programs, pictures, etc.
4. A detailed financial statement of expenditure of the funds received from CTF, including total cost of the project and what other sources of funding were made available.

Please mail applications to:
Children's Theatre Foundation
P.O. Box 4622
Salem, OR 97302-8622

Application Deadlines:
Due June 15, 2012
Notification in August, 2012
Funds available September, 2012

Website: <http://www.ctfmidwillamettevalley.org>

Questions:

Please contact us at: childrens.theatre.grant@gmail.com