

**NOTE: See Proposal Checklist for required materials and formatting requirements.** Applicants must register by midnight on December 15, 2009. Please use a font no smaller than 11-point Times New Roman and margins of at least 1" on all four sides. Please clip pages and DO NOT STAPLE. Materials not listed on the Proposal Checklist will not be forwarded to the panel. Late, faxed and/or incomplete applications will not be accepted for review. If you have questions about the application format, contact Michael Francis, Artistic Programs Associate at 212-609-5900 ext. 252 or mfrancis@tcg.org.

**ONLINE REGISTRATION AND POSTMARK DEADLINE: DECEMBER 15, 2009**

theatres

Theatre Name

MailingAddress

City

State

Postal Code

Telephone

Fax

Email

Contact Person's Name

Contact Person's Title

Contact Person's Telephone

Contact Person's Email

Federal I.D. #

Year of theatre's first producing season

Check the objective you are applying in (only one objective per applicant is allowed):

**OBJECTIVE #1: Future Leaders**

**OBJECTIVE #2: Future Audiences**

\$ \_\_\_\_\_ per year for two years  
(not to exceed \$32,500/year)

If the theatre operates under any union contracts, list unions and contracts:

Amount of annual operating budget (for most recently completed fiscal year): \$ \_\_\_\_\_

**PROPOSAL SUMMARY** (not to exceed 25 words)

theatres

List the performance venues used by the theatre, noting the capacity of each space. Also note any additional venues you anticipate using in the next season:

**PROPOSAL CHECKLIST**

**DO NOT STAPLE ANY OF THE FOLLOWING MATERIALS AND USE ONLY ONE CLIP.**

**Please be sure to include all of the following materials on plain white 8.5 x 11" paper, in the order listed below. With the exception of the signed application form, each page should include a header in the upper-right-hand corner stating your organization's name.**

- Applicants must register online—www.tcg.org. Save confirmation e-mail as proof of successful registration;
- Typed and signed Preliminary Proposal Form (clearly marked as original);
- Proposal Narrative, not to exceed two double-spaced single-sided pages, using a font no smaller than 11-point Times New Roman, with 1" margins on all sides;
- Statement of theatre's mission and history and project director/mentor bio, not to exceed two single-sided pages combined, using a font no smaller than 11-point Times New Roman, with 1" margins on all sides;
- Staff List, including all principal artistic and administrative staff of the theatre by name and title, indicating whether full- or part-time and length of time on staff, not to exceed one page;
- Three-year Production History, as evidence of the theatre's prior existence as a professional theatre organization. If multiple venues are used, separate history by venue and note the capacity of each space. This history must list playwrights, play titles, directors and designers, and number of performances for each production. Clearly distinguish performances the theatre has presented from those produced. If all performances were produced, clearly note at the top of each page;
- Current season (November 23, 2009–July 7, 2010), listing venues, playwrights, play titles, directors and designers.

**Please also include the following:**

- One photocopy of all the materials above, in the order listed. Please do not staple and use only one clip.
- Proof of theatre's not-for-profit, tax-exempt status (1 copy)
- Most recent audited financial statement or Form 990. Please note, Form 990's will only be accepted from theatres with budgets under \$500,000. (1 copy)

Artistic Leader	Title
Artistic Leader Signature	Number of seasons in current position
Managing Leader Name	Title
Managing Leader Signature	Number of seasons in current position
(if different from above) Project Director/Mentor Name	Title
Project Director/Mentor Signature	Number of seasons in current position

**MAILING INSTRUCTIONS**

All proposals must be postmarked by the **December 15, 2009** deadline.

Late, faxed or incomplete applications will not be considered.

**SEND TO: New Generations Program, Theatre Communications Group, 520 Eighth Avenue, 24th Floor, New York, NY 10018-4156.**