

# FOX FOUNDATION RESIDENT ACTOR FELLOWSHIPS

Administered by Theatre Communications Group

## 2019 ROUND 14 GUIDELINES

A fellowship for actors that supports their artistic and professional growth in collaboration with a TCG Member Theatre through two initiatives: *Exceptional Merit* and *Distinguished Achievement*

**DEADLINE: November 19, 2019 NOON ET**

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# PROGRAM DESCRIPTION

The **FOX FOUNDATION RESIDENT ACTOR FELLOWSHIPS** program is designed to provide substantial support for exceptionally talented **ACTORS** to further their artistic and professional growth and deepen their relationships with a **HOST THEATRE**. The program supports actors of both *Exceptional Merit* and *Distinguished Achievement* who demonstrate a strong commitment to a career in the not-for-profit professional theatre. The program acknowledges the physical and intellectual demands on an actor's life. It recognizes that an essential component of the actor's artistic growth is a commitment to continued development of the human instrument: voice, body, intellect and imagination. Actor in the context of this program is defined in its broadest terms. The program recognizes diversity in aesthetic and organizational structure, including traditional theatre organizations, avant-garde collectives, ensembles and more.

TCG encourages applicants to learn about TCG's equity, diversity and inclusion (EDI) initiatives (<https://www.tcg.org/EDI/EDIInitiative.aspx>) as EDI is one of TCG's core values and a lens with which the selection panel will be charged to evaluate your application as it relates to your grant activities. For definitions of "equity," "diversity" and "inclusion," please refer to the **TCG ONLINE APPLICATION PORTAL**.

## CATEGORIES

At least one grant will be awarded in each of the following categories:

### *Exceptional Merit*

\$15,000 (with an additional \$10,000 available to relieve student loan debt) supports actors who are established in their careers as working professionals with 10 years or more of professional experience.\* Funds will support actors who are evaluating the current state of their career and envisioning what their career could be as they continue to grow in their artistry. Early career actors will generally not be competitive.

### *Distinguished Achievement*

\$25,000 supports actors with 20 years or more of experience\* who have amassed a substantial body of work. Funds will support recipients who are looking for opportunities to continue growth and sustain the longevity of their careers. Actors may use these resources to adapt to physical changes later in their career, as well as changes in casting.

Host Theatres will each receive \$7,500 to be applied to expenses associated with the actor's fellowship activities.

\*Those with less experience are eligible to apply but are generally less competitive.

## ACTOR FUNDS

The **FOX FELLOWSHIP** defines fellowship activities in the broadest and most generous way and encourages actors to reach their full potential by underwriting **ADVANCED TRAINING, RESEARCH** and **DEVELOPMENT** that will enhance and expand their craft, as well as serve their community in a meaningful way (refer to **COMMUNITY IMPACT** on page 3). These activities are not limited to the city of the host theatre and may take place at established **ACTOR TRAINING PROGRAMS** or with individual **MASTER ARTISTS** within the United States or internationally. While cross-disciplinary work is encouraged, the fellowship is intended to improve the recipient's growth as an **ACTOR** rather than to be a springboard for other artistic paths such as directing or playwriting. It is incumbent on the actor to communicate the value and impact of cross-disciplinary work on their professional development as an actor.

The **FOX FELLOWSHIP** is not a production support grant. Fellowship activities may include a theatre production or workshop, but this is not a requirement nor the focus of the program. The awarding of the grant funds is an acknowledgement of outstanding actors who seek to improve and expand their experiences—please note the **FOX FELLOWSHIP** is not solely a reward for best practices and/or an impressive career.

## HOST THEATRE FUNDS

Program funds awarded to the theatre may be used for a variety of fellowship-related expenses, including collaborator fees, equipment and other resources needed to support the actor's residency. **Host theatre funds cannot be used to replace compensation a host theatre would normally pay the actor in wages and benefits.**

## RESIDENCY REQUIREMENT

Fellowship activities must take place within a two-year time period, beginning no earlier than **April 1, 2020** and concluding no later than **April 1, 2022**. The actor must spend at least four months (total of 88 days) on-site at the host theatre. This 88-day period need not be consecutive. "On-site" means that the actor is working on fellowship activities (physically) at and/or local to the host theatre.

## ACTOR AND HOST THEATRE RELATIONSHIP AND MUTUAL COMMITMENT

In all respects, the actor's goals should drive the proposal. At the same time, this program openly seeks to transform the relationship between a host theatre and an actor. It recognizes that some actors are searching for an artistic home where they can deepen their commitment to live theatre, while other actors already have an affiliation with a theatre and wish to enrich that relationship. In both scenarios, the program supports those seeking bold explorations into activities that are not "business as usual" and encourages actors to work outside their comfort zone.

The actor is asked to assume primary responsibility in defining their needs, ambitions and goals for artistic growth and professional development. The host theatre is asked to support the actor as they realize and pursue these goals. Both parties must demonstrate a strong mutual commitment to the actor's fellowship activities. To plan for a successful fellowship, the program advises actors and host theatres to fully discuss mutual expectations, requirements and logistics (actor training, schedule, housing, travel etc.) prior to submitting a proposal.

## COMMUNITY IMPACT

The program encourages actors to see themselves as the nexus between theatres and communities, and to serve the community's needs in a meaningful way. Community, defined broadly, is a group of people with common interests or characteristics. It is incumbent upon the actor and host theatre to define the specific community they are serving through their proposed fellowship activities and outline how they will work together to make a positive impact. Applicants are strongly encouraged to address the sensitive nature and potential challenges that could arise when engaging with their defined community. TCG and the program allows for community engagement plans to adapt as Fox Fellows interact with the intended community.

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## GRANT REQUIREMENTS

The dissemination of lessons learned through grant-supported activities is a key component of this program. TCG recognizes that evaluative tools must be hand-tailored to each individual recipient's goals. Recipients are required to file regular reports on their progress through the grant period and beyond. In addition, recipients must be willing to share their experience with TCG and the larger field while the grant is in process. Once a grant is approved, any change in activities must be requested in advance in writing and approved by TCG. Actor recipients will be required to attend an orientation meeting **March 22-25, 2020**, in New York, NY (with a "rain date" alternative **March 29-April 1, 2020**) and grantee meetings at the TCG National Conference in **June 2021**. An actor interim report and periodic meetings with TCG will be scheduled during the program, and a final report is due to TCG within **30 days of completing approved activities; reporting forms will be provided by TCG.**

## DISTRIBUTION OF FUNDS

The distribution of funds is contingent upon signing a letter of agreement with TCG. Grant payments will be distributed on a schedule that is based on the time frame of the proposed fellowship activities.

**Actor funds** will be distributed to the actor directly. The first payment will be made once TCG receives and approves the signed letter of agreement. Following payment(s) will be made once TCG receives and approves an interim report at the fellowship mid-point. A total of \$2,500 will be withheld and paid once TCG receives and approves a final report from the actor.

**Host theatre funds** (\$7,500) will be issued to the host theatre in two installments; the first payment upon receipt of a signed and approved letter of agreement with TCG, and the second upon receipt and TCG's approval of both the actor and host theatre final report.

**NOTE:** All actor recipients and their host theatres are encouraged to consult with a trusted tax advisor about the tax implications of receiving the grant. Recipients will be issued a 1099 and must declare the grant funds as income.

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# ELIGIBILITY

**TAKE NOTE: All TCG Member Theatres are eligible host theatres. There is no minimum total operating budget for host theatres.**

## PROGRAM

- Must have submitted the application online by the deadline (November 19, 2019 NOON ET)

## ACTOR

- Must not work exclusively in other disciplines (e.g. film, television).
- Must not be a full-time student or accepted into a university or conservatory training program at the commencement of the fellowship period (April 1, 2020).
- Must be a citizen or permanent resident of the United States at the time of the application postmark deadline.
- Previous recipients of the Fox Foundation Resident Actor Fellowships are not eligible to apply.
- Actors must self select a category (**Exceptional Merit** or **Distinguished Achievement**), and may submit only one proposal per round.

For **Exceptional Merit** applicants:

- Must have performed in at least three, fully staged, professional productions.
  - Productions are considered professional if all artists are compensated at least a minimal amount for their work.
  - Productions at educational institutions or community theatres do not meet this requirement.
  - It is not necessary for the production to have operated on a union contract.

## THEATRE

- Must be a TCG Member Theatre in good standing.
- Theatres may submit only one proposal per round.
- Theatres may not host two Fox supported residencies concurrently. Previous host theatres who are re-applying must complete residency activities no later than April 1, 2020.

A listing of TCG Member Theatres can be found at <https://www.tcg.org/Membership/TheatreMembership/CurrentMembers.aspx>.

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# SELECTION PROCESS

Recipients will be chosen through a competitive application process by a national, independent advisory panel, consisting of professional artistic directors, freelance directors and actors.

Based on the application and the actor's letters of recommendation, the advisory panel will submit their recipient recommendations to the William & Eva Fox Foundation who will make the final selection. At least one actor will be selected in each of the two categories, and the remaining awards will be granted according to overall applicant quality as determined by the advisory panel.

## SELECTION CRITERIA

The advisory panel will review submitted material using the following criteria:

### ACTOR

- Talent and creativity;
- Skills and professional experience;
- Degree to which the fellowship can contribute to the actor's artistic and professional growth;
- Articulated community impact of the proposed activities;
- Evidence of commitment, ability and a clear plan to carry out the proposed activities;
- Appropriateness of partnership with the host theatre and commitment to a deepened relationship;
- Appropriateness of the proposed budget;
- Demonstrated commitment to a career in the not-for-profit theatre.

### HOST THEATRE

- Evidence of commitment, ability and a clear plan to carry out the actor's proposed fellowship activities;
- Appropriateness of partnership with the actor and commitment to a deepened relationship;
- Appropriateness of the proposed budget;
- Organizational stability;
- Evidence of positive impact on and commitment to the community served by the theatre's primary activities.

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# APPLICATION PROCESS CHECKLIST

## ONLINE APPLICATION SUBMISSION DEADLINE: NOVEMBER 19, 2019 NOON ET

Applications must be jointly developed by the actor and host theatre, and submitted by the actor.

- 1. Apply via the TCG ONLINE APPLICATION PORTAL at <https://tcg.org/Grants/GrantsAtAGlance/FoxFoundationResidentActorFellowships/GuidelinesApplications.aspx> by November 19, 2019, NOON Eastern Time. Click the link to register for optional info session webinars about the program.
- 2. The TCG ONLINE APPLICATION PORTAL will require you to upload 1.) a two-page résumé/CV PDF; 2.) a PDF of the Host Theatre's Audited Financial Statement or Form 990; and 3.) a Fellowship Budget filled out by both the Actor and Host Theatre. Each file must be under 15 MB.

### ASSEMBLE THE FOLLOWING THREE FILES:

**FILE #1:** Submit a two-page résumé/CV for the Actor.

Please name your file as follows: **ActorLastName\_Resume.pdf**

**FILE #2:** Submit annual fiscal information documenting your Host Theatre's financial performance from the most recently completed fiscal year. While audits are strongly encouraged, 990s will be accepted from organizations with budgets under \$500,000.

Please name your file as follows: **HostTheatreName\_Financials.pdf**

**FILE #3:** Fill out and complete the template provided requesting the Fellowship Budget. This must be completed by both the Actor and Host Theatre. Please name your file as follows:

**ActorLastName\_HostTheatreName\_Budget.xls or .pdf**

- 3. **WORK SAMPLES:** The TCG ONLINE APPLICATION PORTAL also requires you to provide active video links to TWO work samples that focus on your strengths as a live theatre actor. These videos are important for the evaluation of your application and we encourage you to collaborate with colleagues and/or your host theatre if you need help assembling them.

#### Additional guidelines:

- One sample must be a monologue recorded for the application, while the second should either be a contrasting monologue or a multiple-character scene that features you. The second video can be from a live performance.
- The duration of the two work samples, when combined, should not exceed 3 minutes total.
- Each video should be a continuous shot (no editing) with no added sound files and should clearly feature your vocal and physical expressions.
- For monologue videos, it is recommended you avoid reading from a script and record using a neutral background with at least 3/4 of your body viewable.
- For multi-character scenes, please clearly describe the physical appearance of the character you are playing. The selection panel prefers performances from the past five years.
- We will not accept promotional videos and videos produced for web series, TV and/or film.

- 4. **RECOMMENDATION LETTERS:** Ask two theatre professionals familiar with your work to provide Recommendation Letters (one to two pages each). Please ask your recommender to submit their letter via e-mail to Joshua Smalley, TCG artistic and international programs associate, at [jsmalley@tcg.org](mailto:jsmalley@tcg.org). Two recommendation letters are required to apply for the program and must be received by November 19, 2019, Noon ET.
- 5. Save the Application Confirmation E-mail as proof of submission. Applicants who cannot provide proof of application submission will not be eligible. If you do not receive an Application Confirmation E-mail within an hour of submission, please contact TCG at [jsmalley@tcg.org](mailto:jsmalley@tcg.org). NOTE: Confirmation emails will be sent from [mail@grantapplication.com](mailto:mail@grantapplication.com), so be sure to check your junk folder.

## TIMELINE

### WEEKS OF SEPTEMBER 30 & OCTOBER 7, 2019

Info Session Webinars (Optional)

### NOVEMBER 19, 2019 NOON ET

Application/Letters of Recommendation, Submission Deadline

### WEEK OF FEBRUARY 3, 2020

Recipient Notification

### MARCH 22-25, 2020

Required Fox Fellows Orientation in NYC

### MARCH 29-APRIL 1, 2020

Fox Fellows Orientation "Rain Date"

### APRIL 1, 2020

Earliest start date for Fellowship Activity

### JUNE 2021

Required Fox Fellows Meeting and TCG National Conference

### APRIL 1, 2022

Latest end date for Fellowship Activities

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Applications will NOT be accepted after **November 19, 2019** and must be submitted via the TCG ONLINE APPLICATION PORTAL. Failure to assemble the application materials properly may result in your application being considered ineligible for review. Additional pages or materials will not be forwarded to the selection panel. Faxed or e-mailed applications and materials will not be accepted.

Please do not seek information on the status of your application prior to the week of recipient notification, **February 3-7, 2020**. If your Host Theatre organization experiences leadership changes after submitting your application and before notification, you must contact [jsmalley@tcg.org](mailto:jsmalley@tcg.org).



**The William & Eva Fox Foundation** ([www.thefoxfoundation.org](http://www.thefoxfoundation.org)) was established in 1987 by Belle Fox in honor of her parents, who founded the Fox Film Corporation. The Foundation has awarded more than \$2.8 million in fellowships to 348 actors since 1994. The Fox Foundation is the largest U.S. grant maker dedicated to the artistic and professional development of theatre actors, and one of very few that provides direct financial support to individual actors.

**tcg**

**Theatre Communications Group (TCG)** exists to strengthen, nurture, and promote professional theatre in the U.S. and globally. Since its founding in 1961, TCG's constituency has grown from a handful of groundbreaking theatres to over 700 Member Theatres and affiliate organizations and nearly 10,000 Individual Members. Through its Core Values of Activism, Artistry, Diversity, and Global Citizenship, TCG advances a better world for theatre and a better world because of theatre. The Global Theater Initiative, TCG's partnership with the Laboratory for Global Performance and Politics, serves as the U.S. Center of the International Theatre Institute. In all of its endeavors, TCG seeks to increase the organizational efficiency of its Member Theatres, cultivate and celebrate the artistic talent and achievements of the field, and promote a larger public understanding of, and appreciation for, the theatre. TCG is a 501(c)(3) not-for-profit organization. [www.tcg.org](http://www.tcg.org)