

SECTION A Applicants must register online. Applications that are late, faxed, hand written or incomplete will not be accepted for review. Applications must be clearly typed using 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. **Theatres applying on behalf of a theatre professional to travel internationally must complete SECTION A. Individual theatre professionals must complete SECTION B.** The artistic and managing leaders of the applicant theatre and the traveler must sign the application form to indicate their endorsement of this proposal. See eligibility section of the guidelines. If you have any questions about the application, contact Mohammad Shatara, Artistic Programs Associate at 212-609-5900 ext. 269 or mshatara@tcg.org.

theatres

**I AM APPLYING FOR:
POSTMARK DEADLINES:**

**WINTER/SPRING
NOVEMBER 16, 2009**

**SUMMER/FALL
FEBRUARY 22, 2010**

THEATRE INFORMATION

Theatre Name Number of years as a not-for-profit theatre

Artistic Leader Title

Address

City State Zip

Telephone Fax Email

Contact Person Contact Person's Title

Contact Person's Telephone Contact Person's Email

Federal I.D. # Year of the theatre's first producing season

Amount of annual operating budget (for the most recently competed fiscal year)

TRAVELER INFORMATION

Traveler's Name Title/Discipline

Traveler's Address

City State/Country Postal Code

Telephone Fax Email

Countries to be visited

Language(s) in which traveler is fluent

PROPOSAL SUMMARY (not to exceed 25 words)

SECTION B Applicants must register online. Applications that are late, faxed, hand written or incomplete will not be accepted for review. Applications must be clearly typed using 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. Individual theatre professionals who are not affiliated with a theatre must complete **SECTION B**.

individual theatre professionals

I AM APPLYING FOR: POSTMARK DEADLINES:			<input type="radio"/> WINTER/SPRING NOVEMBER 16, 2009	<input type="radio"/> SUMMER/FALL FEBRUARY 22, 2010
Traveler Name		Title/Discipline		
Address				
City		State	Postal Code	
Telephone	Fax		Email	
Countries to be visited				
Language(s) in which traveler is fluent			Number of years working professionally in the not-for-profit theatre field	
PROPOSAL SUMMARY (not to exceed 25 words)				

**SECTION C
PROFESSIONAL CREDENTIALS**

Please attach a resume or bio for the traveler and others involved in the international exchange (limit two pages per person).

**SECTION D
MISSION AND HISTORY**

Attach a mission statement and organizational history for each theatre organization involved in the international exchange.

**SECTION E
TRAVEL NARRATIVE**

Please address the following issues in an accompanying statement no longer than 2 pages doubled-spaced, using 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.

Additional pages and supplemental materials not requested in the guidelines will not be forwarded to the selection panel.

- Describe in detail the purpose of the proposed trip(s). What do you hope to accomplish?
- Why have you selected the particular country(ies) or specific artist(s)?
- How will this activity help establish and/or enhance your collaboration with the artist(s)/theatre(s) you identified?
- How will you deal with any potential obstacles to international exchange—from communication challenges and finding a common working language to visa issues and intercountry politics?
- If you or your theatre already has a working relationship with artists in the area that you are planning to visit, please describe.
- If the traveler has ever been part of an arts delegation visiting another country, please list sponsor and year.
- Describe your own and, if applicable, your theatre's experience and/or interest in international exchange.
- Describe the impact of international exchange on your work.
- How will the trip benefit your work? If applicable, how will it benefit the work of your theatre?

**SECTION F
LETTER(S) OF INVITATION**

Applicants are strongly encouraged to include letters of invitation from artist(s) and/or host theatre(s)/organizations that they are going to visit. Recommendations from individuals not involved in the international exchange will not be accepted.

SECTION G EXPENSES Enter the name of the traveler in the space provided below. Under transportation, list travel dates, mode of transportation, point of departure and destination(s), as well as estimated cost. Under out-of-town living expenses, list number of days away and estimated per-diem rate.

INCOME This grant awards up to \$6,000 to all recipients. If the project expenses exceed the maximum \$6,000 grant amount, indicate how the remaining cost will be financed in the budget notes section below. Use asterisks to indicate funds that are secured. It is the applicant's responsibility to keep TCG updated regarding the status of additional funding that is pending at the time of application. Please note that your total project expense should be equal to your total project income. Amounts should be stated in U.S. dollars and not in foreign currency.

Traveler Name _____

expenses

A. Transportation			
DATES	MODE	DEPARTURE/DESTINATION(S)	EXPENSES
_____	_____	_____	\$ _____
TOTAL TRANSPORTATION			\$ _____

B. Out-of-Town Living Expenses	# DAYS	PER-DIEM RATE/DAY	
	_____	x _____	= \$ _____
TOTAL OUT-OF-TOWN LIVING EXPENSES			\$ _____

How was the per-diem rate determined? _____

C. Other Essential Project Expenses	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL OTHER PROJECT EXPENSES	
\$ _____	
TOTAL PROJECT EXPENSES	
\$ _____	
(add TOTAL of section A, B and C)	

income

Requested Amount (up to \$6,000):	\$ _____
Other income, or if expenses exceed \$6,000 specify sources and indicate whether they are pending or confirmed	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
TOTAL PROJECT INCOME	
\$ _____	
(if applicable add other income to the requested award amount)	

BUDGET NOTES:

APPLICATION CHECKLIST

COMPLETE THE ONLINE REGISTRATION AND POSTMARK THIS APPLICATION NO LATER THAN THE APPLICATION DEADLINES OF NOVEMBER 16, 2009 FOR WINTER/SPRING 2009/2010 OR FEBRUARY 22, 2010 FOR SUMMER FALL 2010/2011.

ONCE YOU SUBMIT THE ONLINE REGISTRATION, YOU SHOULD RECEIVE A CONFIRMATION E-MAIL STATING THAT THE REGISTRATION WAS SUCCESSFUL. IF YOU DO NOT RECEIVE A CONFIRMATION E-MAIL CONTACT US IMMEDIATELY.

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 the applicant theatre or individual theatre professional.

- Online registration completed successfully, with confirmation e-mail saved as proof of successful registration
- Typed and signed application form (clearly marked as original);
- Professional credentials - Include a resume or bio for the traveler and others involved in the international exchange. (limit two pages per person);
- Mission and History - Include a mission statement and organizational history for each theatre organization involved in the international exchange. (limit one page per theatre);
- Travel Narrative - Include a two page narrative that addresses the following issues. You must use a font no smaller than 11 point Times New Roman and a 1" margin on all four sides.
 - Describe in detail the purpose of the proposed trip(s). What do you hope to accomplish?
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 - How will you deal with any potential obstacles to international exchange—from communication challenges and finding a common working language to visa issues and intercountry politics?
 - If you or your theatre already has a working relationship with artists in the area that you are planning to visit, please describe.
 - If the traveler has ever been part of an arts delegation visiting another country, please list sponsor and year.
 - Describe your own and, if applicable, your theatre's experience and/or interest in international exchange.
 - Describe the impact of international exchange on your work.
 - How will the trip benefit your work? If applicable, how will it benefit the work of your theatre?
- Theatre production history for the last 3 years (for theatres only)
- Organizational capacity to implement the projected activity. (Applicant theatres are asked to submit adequate annual fiscal information documenting financial performance. While audits are strongly encouraged, 990s will be accepted from theatres with budgets under \$500,000.)
- Letter(s) of Invitation - Applicants are strongly encouraged to include letter(s) of invitation from artist(s) and/or host theatre(s)/ organizations that they are going to visit. If letter(s) are not included, provide specific confirmation about the artist and/or host theatre's commitment to you. Recommendations from individuals not involved in the exchange will not be accepted.

If your theatre experiences leadership changes after submitting this application and before notification, please contact Mohammad Shatara at TCG, 212-609-5900 ext. 269 or mshatara@tcg.org.

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.
- Applicant theatres must provide proof of theatre's not-for-profit, tax-exempt status.
- Applicant theatre professionals must provide proof of U.S. citizenship or permanent resident status (only passport, birth certificate, voter registration or green card will be accepted as proof)

MAILING INSTRUCTIONS

Applications for WINTER/SPRING must be postmarked and online registration completed by November 16, 2009.

Applications for SUMMER/FALL must be postmarked and online registration completed by February 22, 2010.

SEND TO: Mohammad Shatara, Artistic Programs Associate

Future Collaborations Travel Grants

Theatre Communications Group, 520 Eighth Avenue, 24th Floor, New York, NY 10018-4156

These guidelines and application are available on TCG's website: www.tcg.org/grants

SIGN BELOW AND INCLUDE THIS PAGE AS PART OF THE APPLICATION

I have read the guidelines and provided all of the requested materials from the application checklist in the correct format and I have completed the online registration. By signing this application I attest that all the information provided is accurate and true.

Applicant's Signature

Date

new
generations
program