

Theatres

A. Theatres applying on behalf of theatre professional(s) to travel in either direction between the U.S and Russia and/or Eastern and Central Europe must complete **SECTION A**. Individual theatre professionals should complete **SECTION B**. Please provide comparable information for additional travelers on an attached sheet. The artistic leader of the applicant theatre and the traveler(s) must sign below to indicate their endorsement of this proposal (see eligibility section of the guidelines.) Please note, this form must be typed.

I am applying for :

Spring/Summer 2009

Fall/Winter 2009-2010

THEATRE INFORMATION:

Theatre Name

Artistic Leader

Title

Address

City

State

Zip

Telephone

Fax

Website

Artistic Leader's Signature

Date

Application Contact

Telephone

Email

TRAVELER INFORMATION: (Attach additional pages if more than one traveller)

Traveler Name

Title/Discipline

Address

City

State/Country

Postal Code

Telephone

Fax

Email

Countries to be visited

Language(s) in which traveler is fluent

Traveler's Signature

Date

PROPOSAL SUMMARY (not to exceed 25 words)

B. Individual Theatre Professional(s) who are not affiliated with a theatre in the U.S must complete **SECTION B**. Please provide comparable information for additional travelers on an attached sheet of paper. Please note, all individual theatre professionals must be a U.S. citizen or permanent resident (see eligibility section of the guidelines.) **Please note, this form must be typed.**

I am applying for : Spring/Summer 2009 Fall/Winter 2009-2010

Traveler Name Title/Discipline

Address

City State Postal Code

Telephone Alternate Phone Email

Countries to be visited

Language(s) in which traveler is fluent

Signature Date

PROPOSAL SUMMARY (not to exceed 25 words)

C. PROFESSIONAL CREDENTIALS

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

D. MISSION AND HISTORY

Attach a description of the mission and organizational history of each theatre involved in the cultural exchange project (limit one page per theatre).

E. TRAVEL GRANT PROPOSAL

Please address the following issues in an accompanying statement no longer than three pages double-spaced, using a type no smaller than 11-point Times New Roman. Please clip pages together. 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)? If you or your theatre already have a working relationship with artists in Russia or Eastern or Central Europe, please describe.
- If the proposed 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 theatre or cross-cultural theatre exchange, and the impact of cross-cultural influences on your work.
- How will the trip benefit your work? If applicable, how will it benefit the work of your theatre?

F. LETTER(S) OF INVITATION

U.S. applicants traveling abroad are strongly encouraged to include letters of invitation from artist(s) and/or host theatre(s) that they are planning to visit. General recommendation letters from individuals not involved in the exchange will not be sent to the selection panel. Applicant must provide any necessary translations.

G. EXPENSES Under transportation, list name(s) of traveler(s), 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 travelers, number of days away from home and estimated per diem rate. A submitted itinerary/budget will clearly indicate how the figures were determined. Space is available at the bottom of this page for further explanation.

INCOME This grant awards \$3,500 to all recipients. The applicant's total project expenses must equal at least \$3,500 in order to be eligible for the grant. If the project expenses exceed the maximum \$3,500 grant amount, indicate how the remaining cost will be financed. 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.

Expenses	A. Transportation					
	TRAVELER(S)	DATES	MODE	DEPARTURE/DESTINATION(S)	EXPENSES	
	_____	_____	_____	_____	\$ _____	
	_____	_____	_____	_____	\$ _____	
	_____	_____	_____	_____	\$ _____	
	_____	_____	_____	_____	\$ _____	
					TOTAL TRANSPORTATION	\$ _____
	B. OUT-OF-TOWN LIVING EXPENSES					
	TRAVELER(S)	# DAYS	x	PER DIEM RATE		
	_____	_____	x	_____	= \$ _____	
_____	_____	x	_____	= \$ _____		
_____	_____	x	_____	= \$ _____		
_____	_____	x	_____	= \$ _____		
				TOTAL OUT-OF-TOWN LIVING EXPENSES	\$ _____	
How was the per diem rate determined? _____						
C. OTHER ESSENTIAL PROJECT EXPENSES						
_____				\$ _____		
_____				\$ _____		
_____				\$ _____		
				TOTAL OTHER PROJECT EXPENSES	\$ _____	
(ADD TOTAL OF SECTION A, B AND C) TOTAL PROJECT EXPENSES				\$ _____		
Income	TRAVEL GRANT				\$ <u>3,500.00</u>	
	Other income, or if cost of trip exceeds \$3,500.00, specify sources				\$ _____	
				\$ _____	
				\$ _____	
					TOTAL PROJECT INCOME	\$ _____
BUDGET NOTES:						

Application Checklist

Complete the online registration form at www.tcg.org/grants/iti/iti_guidelines by the postmark deadline.

Mailed applications are not eligible if you have not completed the online registration by the stated deadlines.

Please keep the confirmation e-mail for your files. Include all of the following materials clipped together in the order in which they are listed. Do not staple. The number of copies required appears in parentheses. Form materials are single-sided and typed using a font no smaller than 11-point Times New Roman.

- One original (clearly marked) and one copy of the typed and signed application form
- Resume or Bio of all primary collaborators, not to exceed two pages per person (2)
- Theatre History and Mission of all collaborating theatres, not to exceed one page per theatre (2)
- Travel Grant Proposal of 3 pages or less (2)
- Letter(s) of Invitation (strongly recommended) (2)
- Itinerary and Budget Sheet (2)
- Proof of U.S. citizenship, permanent resident status - for individuals
- U.S. not-for-profit status - for theatres/organizations

MAILING INSTRUCTIONS

Applications for Spring/Summer 2009 must be postmarked and online registration completed by March 23, 2009

Applications for Fall/Winter 2009/2010 must be postmarked and online registration completed by September 21, 2009

SEND TO: Mohammad Shatara, Artistic Programs Associate

TCG|ITI 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