

**The Theatre Communications Group|International Theatre Institute (TCG|ITI) Travel Grants**

have been designed to foster cultural exchange and artistic partnerships between theatre professionals in the United States and their counterparts in Russia and Eastern and Central Europe (see section outlining geographic scope). These \$3,500 grants will support trips in either direction by theatre artists, administrators and educators, enabling these professionals to share ideas, gain exposure to each other's cultural traditions and contemporary theatre techniques and/or work together. In addition to fostering existing creative exchanges and partnerships, the grants will enable U.S. theatre professionals to identify potential partners for future work. TCG staff is available to help recipients with introductions. Since a goal of the program is to support a wide range of projects, these guidelines have been designed to be as flexible and as inclusive as possible.

TCG believes in promoting greater diversity within the U.S. theatre and to give voice to the talent, vision and creative energy of the country's culturally diverse society, and in fostering cross-cultural interaction with international colleagues. In November 1999, the U.S. Center of the International Theatre Institute, an organization founded by UNESCO with a distinguished 50-year history of support for international theatre exchange, became part of TCG. The consolidation of TCG, with its large network of U.S. theatres, and ITI, with its global network of more than 90 current centers, has created a significant expansion of TCG's international activities. The TCG|ITI Travel Grants are funded by the Trust for Mutual Understanding, a private foundation dedicated to cultural and environmental exchange between the United States, Russia and Eastern and Central Europe. Since 1986, the Trust has enabled ITI to support exchanges and partnerships between artists of the U.S. and most of the countries of the region, allowing U.S. artists and theatres to support their partner theatres during a time of immense upheaval and a sometimes perilous transition period.

## ELIGIBILITY

Applicants already receiving funds directly from the Trust for Mutual Understanding for the proposed project are not eligible for a TCG/ITI Travel Grant.

### **Theatres applying on behalf of theatre professional(s)**

Applicant theatre companies must meet the following requirements:

- U.S. not-for-profit, tax exempt status;
- Location within the U.S. or its territories;
- Professional orientation and high artistic standards;
- Employment of professional artists and administrators;
- Minimum of three years' prior existence as a not-for-profit professional producing organization;
- History of mounting its own theatre productions within the previous year;
- Professional theatre educators may apply as individuals but not as part of a school/university.

### **Individual theatre professional(s)**

A candidate applying as an individual theatre professional must:

- Be a U.S. citizen or permanent resident of the U.S.;
- Have a minimum of three years' experience working in the not-for-profit theatre field.

### **You are not eligible to apply if you, or any of your collaborators, are a:**

- Consortium or educational institution;
- Previous recipient and your project will not be complete by:
  - March 24, 2009 for those applying for Spring/Summer 2009;
  - September 22, 2009 for those applying for Fall/Winter 2009-2010.
- Theatre professional that is affiliated with or employed by a U.S. theatre company that intends to be involved in the international work. If this applies to you, you must be sponsored by that theatre and may not apply as an individual.
- Students enrolled full- or part-time in a degree-granting program after:
  - March 24, 2009 for those applying for Spring/Summer 2009;
  - September 22, 2009 for those applying for Fall/Winter 2009-2010.

For guidance or further information, contact Mohammad Shatara, Artistic Programs Associate, at [mshatara@tcg.org](mailto:mshatara@tcg.org).

## GEOGRAPHIC SCOPE

These grants will support travel in either direction between theatre professionals in the U.S. and their counterparts in Russia, Eastern or Central Europe, including Albania, Belarus, Bosnia, Bulgaria, Croatia, the Czech Republic, Georgia, Herzegovina, Hungary, Macedonia, Moldova, Mongolia, Poland, Romania, Russia, the Slovak Republic, Slovenia, Ukraine and Yugoslavia. The independent Baltic States and those of Central Asia that were formerly part of the Soviet Union are not currently within the geographic scope of the program.

## ALLOWABLE COSTS/PAYMENTS

Travel Grants of \$3,500 may cover transportation, out-of-town living expenses and other expenses essential to the project such as research materials, communication costs, theatre tickets and/or the services of an interpreter. All travel must be based on the least expensive available fares. In the case of airfare, this is usually an economy class, nonrefundable, round-trip ticket. None of the funding may be used to support a traveler's salary or anyone's performance salary or fee. The grants will be issued to the theatre or theatre professional in two installments: \$2,500 upon TCG's receipt of the signed letter of agreement and \$1,000 upon TCG's acceptance of a final report of activities including a narrative and expense report from the recipient. The U.S. recipient will administer all funds for collaborators from Russia, Eastern or Central Europe.

# TIME LINES

SPRING/SUMMER 2009	FALL/WINTER 2009
<b>March 23, 2009</b> Application postmark and online registration deadline	<b>September 21, 2009</b> Application postmark and online registration deadline
<b>Week of May 11, 2009</b> Notification of applicants	<b>Week of November 30, 2009</b> Notification of applicants
<b>July 1, 2009</b> Earliest start date for travel	<b>February 1, 2010</b> Earliest start date for travel
<b>February 28, 2010</b> All travel must be complete	<b>August 31, 2010</b> All travel must be complete

## APPLICATION PROCESS

**Applicants must register online and postmark this application by the deadlines listed above.** Applications that are incomplete, handwritten and or faxed will not be considered. Applications must be clearly typed or word-processed on 8.5 x 11" paper using a font no smaller than 11-point Times New Roman. Please clip pages together. Do not staple. All applicants are responsible for providing an English translation of any material not written in English. Only one proposal may be submitted per applicant or theatre. An application from a U.S. theatre company must be signed by its artistic leader. Applicants should be sure to retain a copy of the application for their files.

## SELECTION CRITERIA

An independent national selection panel of experienced theatre professionals with a background in international arts exchange with Russia and/or Eastern and Central Europe will review proposals and select recipients. The panel will be looking for proposals with a clearly articulated plan that addresses the following criteria:

- Accomplishments of the professionals involved;
- Achieved performance standards of the theatres/artists involved;
- Evidence of the applicant's interest and/or experience in international theatre work or cross-cultural theatre exchange;
- Other reasons for wanting to engage in the proposed activities;
- Evidence of commitment, ability and a clear plan to develop the proposed relationship or project;
- Appropriateness of the proposed budget;
- Potential results of the trip(s).

One-third of the grants will be awarded as seed money to foster new collaborations, one-third will be awarded to support established relationships, and one-third will be awarded at the discretion of the selection panel.

## GRANT REQUIREMENTS

Applications will be evaluated on the basis of the information provided. If a Travel Grant is approved, any change in plans must be requested in writing in advance and approved by Emily Cachapero, Director of Artistic Programs/Director, International Theatre Institute, U.S.

A narrative and expense report outlining activities supported by the TCG|ITI Travel Grants will be required within four weeks of completing travel. The accumulated knowledge and experience fostered by these grants are of enormous value in furthering international work and creativity. The information provided by the reports will become a major resource for future work. TCG will provide the recipients with the appropriate report forms.

## RECIPIENTS

For a complete list and project summaries of past recipients. Please visit our website: [www.tcg.org/grants/iti/iti\\_recipients](http://www.tcg.org/grants/iti/iti_recipients)

# TCG|ITI

## Travel Grants

### APPLICATION CHECKLIST

**Complete the online registration form at [www.tcg.org/grants/iti/iti\\_guidelines](http://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](http://www.tcg.org/grants)**

The **Trust for Mutual Understanding** was established in 1984 by an anonymous American philanthropist as a private, grantmaking organization dedicated to promoting improved communication, closer cooperation, and greater respect between the people of the United States, the Soviet Union, and other countries in Eastern and Central Europe.

Today, the Trust makes grants to American nonprofit organizations to support the international travel component of cultural and environmental exchanges conducted in partnership with institutions and individuals in Russia and Eastern and Central Europe. Priority consideration is given to projects in which direct, professional interaction plays a major role. More information can be found on their website, [www.tmuny.org](http://www.tmuny.org).

**Theatre Communications Group (TCG)**, the national organization for the American theatre, offers a wide array of services in line with its mission: to strengthen, nurture, and promote the professional not-for-profit American theatre. Through its artistic, management, and international programs, advocacy activities, and publications, 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 field. TCG has nearly 500 member theatres nationwide.