



## 2022-2023 PROJECT GRANT APPLICATION

Note: This is a sample application form. You can download it and print it out to help organize your work. To start your actual online application, visit <https://manbit'sdogtheater.org/2022-2023-theater-project-grant-application/> starting June 27.

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### NOTES ON COMPLETING THE ONLINE APPLICATION:

- Please be sure to read the guidelines before beginning your application. Note especially that projects must be located in the Triangle, and take place, at least in part, between September 1, 2022 and June 30, 2023.
- Completed applications must be submitted no later than 5:00 p.m. on Wednesday July 27, 2022.
- Print out a blank copy of the application here [\[link\]](#) to help organize your work.
- IMPORTANT:** Once you begin entering information on the application, scroll to the bottom of the page, click on the "Save and Continue Later" button, enter your email address, and hit send link. You will receive an email with a link that lets you return to your application. After that, any time you want to pause, hit Save and Continue to preserve your work. (It will not change your application link.)
- For questions that require text entry, you may paste in text but note that any formatting (such as bold or italic) will be converted to plain text.
- Your Total Project Budget and Grant Requested amounts will automatically be copied from Section I to Questions 15 and 16 in Section IV. To edit them, go back to Section I.
- In Section IV, your Total Project Expenses must equal your Total Project Income and both must equal your Total Project Budget amount.
- When you have completed your application, click on the Review and Submit button located at the bottom of the form. Any errors or omissions will be flagged and listed at the beginning of the form.
- When the application is corrected, click on the Review and Submit button, then on the Submit button. You will receive an email confirmation along with a copy of your completed application to print out for your records. If you have already submitted your application, but discover an error, email us for assistance.
- Once we do an initial review of your application, we will contact you if we have questions.
- Applications will be evaluated by our grants panel in mid-August. Grant awards will be announced and contracts sent out by early September. Grant checks will be mailed to grantees within one month of return of their completed and signed contracts.
- If you have problems completing the form, or questions not answered here or on the guidelines page, you can email us at [manbit'sdogtheater@gmail.com](mailto:manbit'sdogtheater@gmail.com). **Please include the words "grant questions" in the subject line.** We also will schedule a public online Q&A for potential grant applicants in late June or early July.

### I. CONTACT INFORMATION

Contact email for person completing this application: *(Required)*



Enter Email Confirm Email

Project Name: *(Required)*

Total Project Budget: *(Required)*

Grant Amount Requested: *(Required)*

Should be no more than \$3,500 and no more than 25% of the total project budget. Minimum request \$500.

Please enter a number from 500 to 3500.

Name of Requesting Organization/Artist: *(Required)*

Type of Recipient: *(Required)*

- Organization
- Individual Artist

Primary Contact Name: *(Required)*



First Last

Primary Contact Email: *(Required)*



Enter Email Confirm Email

Primary Contact Title: *(Required)*

Mailing Address:

Street Address

Address Line 2



City State

ZIP Code

Primary Contact Phone: *(Required)*

Website:

Social Media Accounts:

Primary County of Project: *(Required)*

- Chatham
- Durham
- Orange
- Wake

If you selected more than one county, please briefly explain:

0 of 750 max characters

### II. TELL US MORE ABOUT YOU/YOUR ORGANIZATION.

1. Give a short description of you/your organization and your artistic mission. *(Required)*

0 of 1500 max characters

2. List up to three of your previous productions. Include title, year, venue, number of artists involved, attendance numbers, approximate budget and the names of up to three key artists for each. If applying as an individual artist, please also briefly describe your involvement in the project(s). *(Required)*

0 of 1500 max characters

3. Upload one print documentation for each of the above shows, such as a program, review, printed publicity (no more than three documents total). *(Required)*

Three files max, in these formats only: jpg, doc, docx, pdf, png, rtf

Drop files here or

Accepted file types: jpg, jpeg, doc, docx, pdf, png, rtf, Max. file size: 5 MB, Max. files: 3.

### III. TELL US ABOUT YOUR PROJECT.

4. Project Name: *(Required)*

5. Briefly describe your project. (If your project also touches on any of Manbit's Dog's nine areas of special interest, as listed on the 2022-23 Theater Project Grants page, briefly list and explain them here.) *(Required)*

0 of 1500 max characters

6. Briefly describe your intended audience. *(Required)*

0 of 750 max characters

7. List and provide short bios of up to three key artists for this project with their titles (such as writer, director, designer, etc.) You may include yourself if applicable. *(Required)*

0 of 1500 max characters

8. Venue(s). If not confirmed, list venues under consideration. *(Required)*

9. Number of Performances: *(Required)*

10. Date Range of Performances: *(Required)*

Project must take place, at least in part, between September 1, 2022 and June 30, 2023.

11. If you pay participating artists, list pay rates:

This is the rate per artist, not total amounts paid. If rates vary, specify for each category. (Use the plus and minus buttons to add or remove categories as applicable.) If no one is paid, leave blank.

Artist Category	Pay Rate
<input type="text"/>	<input type="text"/>

12. Estimated number of local artists participating: *(Required)*

13. Ticket price range: *(Required)*

14. Estimated total attendance: *(Required)*

### IV. TELL US WHAT YOUR PROJECT WILL COST AND HOW YOU WILL FUND IT.

15. Estimated total cost for this specific project: *(Required)*

This amount is completed automatically from your "Total Project Budget" in section I.

16. Amount requested for this grant: *(Required)*

This amount is completed automatically from "Grant Amount Requested" in section I.

Comments

0 of 500 max characters

### 18. PROJECT EXPENSES

Show your anticipated major expense categories and amounts for this specific project. (Use the plus and minus buttons to add or remove categories as applicable.)

<b>Artist Fees</b>	
(e.g. actors, directors, designers, musicians, tech, managers, etc.)	
<input type="text"/>	<input type="text"/>
<b>Rehearsal/Performance Space rental</b>	
<input type="text"/>	<input type="text"/>
<b>Production Expenses</b>	
(e.g. set, lights, equipment, props, costumes, etc.)	
<input type="text"/>	<input type="text"/>
<b>Publicity/Marketing</b>	
(e.g. cards, posters, ads, mailings, social campaigns, etc.)	
<input type="text"/>	<input type="text"/>
<b>Other (specify)</b>	
Item	Amount
<input type="text"/>	<input type="text"/>

Total Project Expenses *(Required)*

### 19. PROJECT INCOME

Show your anticipated major income sources and amounts for this specific project. (Include and indicate in-kind donations under "Other Income". Use the plus and minus buttons to add or remove categories as applicable.) Total Project Income must equal Total Project Expenses.

This MDT Fund Grant *(Required)*

(This amount is completed automatically from "Grant Amount Requested" in section I. May not exceed \$3,500 or 25% of total project budget, whichever is less)

Other Grants

If you complete this field, please answer question # 20 below.

Fundraisers

Private Donations

Ticket Income

Applicant Cash

Other Income (specify)

Item	Amount
<input type="text"/>	<input type="text"/>

Total Project Income *(Required)*

20. If you show anticipated income from Other Grants in the project income budget, list sources, amounts, and whether confirmed. Also indicate if you have been funded by any of these sources in the past.

0 of 1500 max characters

21. Is there anything else about your project or organization that you would like us to know?

0 of 1500 max characters