

FY20 Creative Space Grant Application - Cycle 1 (July - December 2019)

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TIPS FOR THE APPLICANT

Reminder: This application is due **Monday, May 13, 2019 at 5:00pm EST.**

Before proceeding with your application, please ensure that you have reviewed all the [grant guidelines](#) as well as the [space guidelines](#) for grantees.

The A.R.T./New York Creative Space Grant, supported by the Andrew W. Mellon Foundation, is designed to provide theatre companies with real estate opportunities to help them meet their creative needs.

- The grant provides A.R.T./New York member theatre companies with \$500-\$1750 in credit to be used on studio space at A.R.T./New York's Spaces@520 in Manhattan and the LuEsther T. Mertz South Oxford Space in Fort Greene, Brooklyn for use from July 1, 2019 to December 31, 2019.
- Applicants may request credit for space to meet any need that enables them to better create their work, including but not limited to rehearsals, auditions (no open calls), meeting space, or any combination of the above.
- Bookings may be made in bulk for multiple hours per day over the course of a few weeks or spread out over the entire grant period.
- Revenue-generating activities (such as fundraisers, workshops that charge participants to attend, or ticketed performances) will NOT be supported through this grant.
- **Applicants cannot apply grant credit to any bookings made prior to receiving their grant notification.**

Rental space is available to grantees based on availability. While recipients may request specific studios at either or both of A.R.T./New York's facilities, A.R.T./New York cannot guarantee that it will be able to accommodate requests exactly as submitted.

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CONTACT INFORMATION

Company Name

Primary Address

Street Address

Line 2

City

Country

State / Province

Zip / Postal Code

Primary Contact

Who should we contact about the status of your application?

First Name

Last Name

Job Title

Phone #

Email Address

Secondary Contact

Please provide a secondary contact.

First Name

Last Name

Job Title

Phone #

Email Address

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APPLICANT INFORMATION

Date Founded

Please provide the date your company was founded.

Current Fiscal Year End Date

Please provide the end date of the fiscal year you are currently in (e.g. 06/30/2020).

Projected Income

Please provide projected year-end income for your current fiscal year.

No dollar signs or commas.

Projected Expenses

Please provide projected year-end expenses for your current fiscal year.

No dollar signs or commas.

Projected Space Rental Expenses

Please provide projected fiscal year-end expenses related to the rental of rehearsal/studio space for **rehearsals, readings, and meetings** for your current fiscal year.

No dollar signs or commas.

Rehearsal Space

Do you operate your own rehearsal space?

- Yes
- No

Rehearsal Space Details

Please describe your rehearsal space's location, size, and capacity.

Performance Venue

Do you operate your own performance venue?

- Yes
- No

Performance Venue Details

Please describe your performance venue's location, size, and capacity.

Grant Request

Please enter a grant credit request between \$500-\$1750.

No dollar signs or commas.

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NARRATIVE STATEMENT

Narrative Statement

The narrative portion of the application is your opportunity to describe your organization's mission, core programming, and goals for the future, and to distinguish your theatre from others in the city. It is also your opportunity to make a strong case for funding and to share with the panel the impact a grant would have on your company and its mission. You should not rely on past accolades or assume any preexisting knowledge panelists might have of your work.

Please upload a document in which you clearly address the following five questions. Consider using section headings to break up the narrative for ease of reading. **The narrative must be 2-3 pages, 12-point Calibri or Arial font, with 1" margins. PDF format required.** You may itemize your answers or write a flowing narrative, but you must answer all applicable questions. Keep in mind the grant and space guidelines when providing your answers.

1. Describe the company's mission and vision, and your organizational goals. What is your contribution to the nonprofit theatre in New York? What is unique about what you offer to the audiences and artists you serve?

- Begin with a clear and concise mission statement. Your response should explain what kind of impact the company leadership wants to have on the art form, audiences, and artists. If your work is directed toward a particular community, explain who that community is, why it is important that your theatre reach that grouping of people, and how you hope to impact them.

2. Describe your company's core programs or areas of work. How do they help you achieve the above stated goals in relation to your audience and mission?

- The applications that tend to be most successful are those that not only clearly and concisely explain the company's core programs, but that also illustrate a direct relationship between the programs and the mission. If your theatre offers a broad range of programs, articulate the through-line that connects all programming to the mission, as well as the artistic aesthetic that makes the varied offerings unique to and representative of your theatre.

3. Provide a clear explanation of your intended use of the space that you would like to book, or multiple uses if applicable.

- Clearly address in your answer the amount of in-kind credit you are requesting, how many hours your request would allow you to rent, and how you would utilize those hours if you were to receive the grant. A table may be helpful. Information on rental costs can be found [here](#).

4. Describe the impact of this programming on your organization's mission and goals. How does this program further the work of your company and mission? What impact (financial and programmatic) would receiving this grant have on the company?

- If the Creative Space Grant would allow you to create a new resource or launch a new program, please explain that here. If the grant would allow you to reallocate resources toward other expenses in the same program/project, please explain that here. Be sure to describe the programming you are requesting space for in detail, and take the time to clearly relate this programming back to the company's overall mission.

5. Required only for companies that own or have a long-term lease on rehearsal/performance space: If you currently own or have a long-term lease on rehearsal and/or performance space, explain why you need

additional space above and beyond your own resources and how your spaces will be put to use at the same time as your requested bookings.

- It is crucial to make a compelling case for how receiving this grant would impact your company's programming, mission, or operations beyond your current rehearsal/performance space.

Choose File No file chosen

Applicants who would like feedback from A.R.T./New York staff on a draft of their narrative before completing the application must send their draft for review by Friday, May 3rd. Please read our [guidelines](#) for more information on this process.

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GUIDELINES CONFIRMATION

Before submitting your application, please confirm that you have reviewed and understand the following guidelines and eligibility requirements.

Grant Guidelines

Eligibility:

- All current members of A.R.T./New York in good standing with no overdue rent, loans, or member dues are encouraged to apply.
- Companies applying for A.R.T./New York membership in order to be eligible for a grant must apply for membership at least 2 weeks before the grant deadline, and they should reach out to dshane@art-newyork.org explaining their intention to apply in order to ensure their membership is approved in time.
- Business Affiliates of A.R.T./New York are ineligible.

General Guidelines:

- Applicant must request between \$500 and \$1750 in credit to be used from July 1 to December 31, 2019.
- Applicant must NOT have allowed more than \$200 in Creative Space credit from the previous cycle to go unused without communication with A.R.T./New York by April 15, 2019.
- **Applicant will NOT apply grant credit to bookings made prior to the grant notification.**
- Applicant must NOT use the space for revenue-generating activities.

I have read and acknowledged the Grant Guidelines.

Space Guidelines

Creative Space Grant Credit is subject to the following restrictions:

- Grant credit may be used for bookings at either South Oxford Space or Spaces@520.
- Grant credit may not be used for revenue-generating events such as Galas, ticketed performances, workshops that charge for attendance, etc.
- Credit cannot be transferred to other companies or individuals.
- Grant credit cannot be retroactively applied to reservations already made with A.R.T./New York.
- Unused credit cannot be carried over to the next grant cycle.
- Grantees may request any of the studio and meeting rooms at South Oxford Space or Spaces@520. While A.R.T./New York will try to accommodate all requests, rooms are subject to availability.

Due to the layout of the facilities, certain noise and capacity restrictions might apply. A.R.T./New York reserves the right to restrict space use, especially for rehearsals and events that involve dance, excessive noise or occupancy, or the use of musical instruments in excess of the pianos provided.

I have read and acknowledged the Space Guidelines.

Booking Guidelines

When booking space, grantees must:

- Clearly state that they intend to use credit from their grant award when making their reservation.
- Indicate their intended use of the space honestly and accurately when making their reservation.
- Confirm with facilities staff prior to booking that the desired studio can accommodate special needs, including but not limited to: loud noise, music, and sound equipment.
- Provide advance notice to facilities staff for bookings that will involve unusually large groups or other special circumstances.

Cancellations, no-shows, and unused credit:

- Grantees wishing to cancel a reservation must do so *at least* three days in advance or the credit used for booking will be forfeited.
- All credit unused by the end of the grant period will be forfeited.
- Excessive late cancellations, no-shows, unused credit, and rule violations could affect eligibility for future grant cycles.
- In the event that a company's plans change and Creative Space Grant is no longer needed, grantees can return all or part of their credit without affecting their future eligibility if they contact A.R.T./New York staff by September 30, 2019.
- Grantees that leave \$200 or more in Creative Space Grant credit unused will be deemed ineligible for the following cycle.

Deposits for large reservations:

- Reservations over \$500 require a 25% non-refundable, non-transferable deposit. The deposit is required on a date determined with the booking company (between 1-5 months in advance of the booking depending on when the booking is made) before the first day of bookings. For any cancellations made after the deposit due date, A.R.T./New York will keep 25% of the cost of cancelled space.
- Groups booking large one-off events, performances, meetings, and/or workshops may also be required to put down a non-refundable deposit that equals 25% of the booking cost.
- Groups with a Creative Space Grant may use their grant towards these deposits. Per the above guidelines, if a cancellation occurs after the deposit date, 25% of cost of the cancelled space will be taken out of the remaining Creative Space Grant credit. Any additional payment that was made will be credited back to the grant.

I have read and acknowledged the Booking Guidelines.

Applications are due on **Monday, May 13, 2019 at 5:00pm**. Extensions will not be granted. Please ensure that your responses to the questions on the previous pages are within the stated page limits. For facility information, visit www.art-newyork.org/rehearsal-space. For questions regarding the grant application and process, please contact Hope Chavez, Programs Manager, at hchavez@art-newyork.org or (212) 244-6667 x224.

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OPTIONAL SURVEY

These questions are optional, but **your application is NOT COMPLETE until you hit "Save and Finalize" below.**

Please lend us a hand by answering the following questions, which will give A.R.T./New York staff a sense of space costs incurred for rehearsals, meetings, and similar activities. These answers are purely informational, and the panel will not see this information in relation to your application.

Please provide answers based on your previous fiscal year.

No commas or dollar signs.

Rehearsal Space Cost

Total cost of rehearsal/studio space used for rehearsals.

Meeting Space Cost

Total cost of rehearsal/studio space used for meetings.

Other Space Cost

Total cost of rehearsal/studio space used for other purposes (e.g. readings, performances, classes).

Please specify what "other purposes" the above costs are referring to.

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