

# FY20 Rolling Rental Subsidy Fund Application

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Before proceeding with your application, please review all the information on our website about the [A.R.T./New York Theatres](#), the [facilities](#), and the [Rental Subsidy Fund](#), as well as all the information below.

By completing this application, you are applying to rent either the Jeffrey and Paula Gural Theatre or the Mezzanine Theatre at the A.R.T./New York Theatres for a production in the 2020-2021 season. There are a few select dates still available for the 2019-2020 season; please check out our [calendar](#) for more details. Rentals will be billed at subsidized rates by tier, as indicated below.

Applications are reviewed by a peer panel, which will meet monthly. The first panel meeting will be in October to review applications received by September 30th. Afterwards, all applications received by the end of a given month will receive a response by the end of the following month at the latest (i.e. an application received by November 29 will receive a determination by December 31).

## GENERAL ELIGIBILITY REQUIREMENTS

- A.R.T./New York Member in good standing with no outstanding dues, rent, or loans.
- Annual operating expenses under \$1 million.
- Does not own or have long-term lease on its own performance venue.
- 501c3 or fiscally sponsored
- Proposed rentals must be between 3 and 8 weeks. Each company can receive only one subsidized rental in a theatrical season (July-June).
- For proposed rentals that will be a co-production, all companies involved must meet the above guidelines. Applicants applying for a co-production should reach out to Sim Yan Ying "YY" at [ysim@art-newyork.org](mailto:ysim@art-newyork.org) in advance of applying to receive additional guidance and guidelines.

## ABOUT RENTING

The A.R.T./New York Theatres are two state-of-the-art performance spaces on 53rd Street at 10th Avenue on 3 floors of a new complex. The complex is shared with two other theatres, the 52nd Street Project and MCC. The weekly rate for A.R.T./New York's theatres include use of a robust technical equipment package at no additional cost, making the already below-operating cost rate for our spaces a significantly subsidized rental for any member theater. Further details below:

**The Jeffrey and Paula Gural Theatre** is a flexible black box space with modular seating for up to 87 patrons. The theatre measures approximately 34' by 32' and features a semi-sprung Masonite floor and a full ceiling grid at a height of 13'-8 1/2".

Subsidized Rates	Jul 2019 - Jun 28, 2020	Jun 29, 2020 - Aug 30, 2020*	Aug 31, 2020 - Jun 2021
<b>Tier 4 Members &amp; Independent Producers</b> Budget under \$100,000	\$3,000/week	\$2,600/week	\$3,100/week
<b>Tier 3 Members</b> Budget between \$100,000 and \$499,999	\$3,450/week	\$3,100/week	\$3,575/week

<b>Subsidized Rates</b>	<b>Jul 2019 - Jun 28, 2020</b>	<b>Jun 29, 2020 - Aug 30, 2020*</b>	<b>Aug 31, 2020 - Jun 2021</b>
<b>Tier 2 Members</b> Budget between \$500,000 and \$999,999	\$3,900/week	\$3,575/week	\$4,100/week

**The Mezzanine Theatre** is a fully flexible warehouse style space that can seat 99-149 patrons depending on the seating configuration. The Mezzanine is 53' by 60' with one cement column towards the center, a semi-sprung Masonite floor, and a full ceiling grid at a height of 13-5. With curtain tracks and an assortment of soft goods, the room can easily be transformed into a traditional proscenium, an alley, a thrust, in-the-round, and many others.

<b>Subsidized Rates</b>	<b>Jul 2019 - Jun 28, 2020</b>	<b>Jun 29, 2020 - Aug 30, 2020*</b>	<b>Aug 31, 2020 - Jun 2021</b>
<b>Tier 4 Members &amp; Independent Producers</b> Budget under \$100,000	\$4,250/week	\$3,700/week	\$4,400/week
<b>Tier 3 Members</b> Budget between \$100,000 and \$499,999	\$5,325/week	\$4,800/week	\$5,500/week
<b>Tier 2 Members</b> Budget between \$500,000 and \$999,999	\$6,050/week	\$5,500/week	\$6,250/week

\*Additional 10% subsidy for non-peak rental times.

[View the full facilities specs and rental info.](#)

#### COMPANIES WILL BE EXPECTED TO PROVIDE:

- Box office service and ticketing system setup.
- Personnel including a production manager, load-in/out crew, technical running crew, house manager, ushers, and box office staff. One person (Gural) or two people (Mezzanine) must possess an F-03 or F-04 Indoor Place of Assembly Certificate of Fitness issued by the FDNY and must be in attendance for each and every public performance and activity of the company.
- Marketing and publicity, including but not limited to the design, printing, and distribution of marketing collateral and creating and printing the program.
- Scenic, props and other production items necessary for its production, and perishables (screws, gaff tape, gel, laundry detergent, etc).
- Insurance as fits the needs of your production. For guidance on what to expect in terms of insurance for a specific project, please take a look at our [website](#). At A.R.T./New York's discretion, a TULIP (Tenants and Users Liability Insurance Policy) may be available to buy into for general liability coverage depending on the scope of your production. Please contact General Manager Kendra Ramthun at [kramthun@art-newyork.org](mailto:kramthun@art-newyork.org) with questions.

#### SCHEDULING AND CONTRACTING

Each applicant will be asked to indicate its preferred space and first and second choices of time frames during which the company would like to rent.

Once selected, companies awarded subsidy will be scheduled for available production slots. Following notification, the A.R.T./New York Theatres staff will schedule a call to discuss the rental terms and your date preferences. In order to create an efficient calendar that serves the most companies possible, the panel and staff will not be able to entertain specific date requests. It is our hope that by booking out the space well in advance, applicants will be able to be more flexible with timing.

For the selected companies, once dates have been determined, a simple memorandum of understanding will be sent for signature. This memorandum must be signed and returned within 30 days to secure the company's rental, and 10% or \$1,000 (whichever is greater) will be due on signing. Then you will enter into a full rental agreement which will outline the terms of the rental including the payment schedule for the remaining amount. The balance of the license fee needs to be paid 30 days prior to load-in.

### **WHAT HAPPENS IF MY PLANS CHANGE?**

The hope of the Rolling Rental Subsidy process is that companies will apply when their production plans are relatively solid. That said, we realize that extenuating circumstances can sometimes arise that necessitate a change in direction. Please keep the following in mind:

- After the signing of the MoU, a change in rental dates within the same Fiscal Year is handled on a case-by-case basis, subject to availability and determination of financial consideration (due to the possibility that the dates released may end up going empty).

The following instances of significant change will require that you submit a new application to the grant panel:

- A change in the show you would like to produce can usually be accommodated. However, should the change result in a significant production budget increase of 20% or more (due to scope of production needs, additional rental weeks requested, etc), you will be required to submit an updated application for review by the panel. Any aspects of the original application, including portions of the narrative statement, that have not changed can be repurposed for the new application.
- Moving your booking from a smaller space (The Gural) to a larger one (The Mezzanine).
- Moving your production to dates that fall within a new season.

☐ I have read and acknowledged the grant guidelines.

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## Category

This is the month in which you are submitting the application.

■ (select) ▾

## APPLICANT INFORMATION

### Organization Name

### Address

Street Address

Line 2

City

Country

United States ▾

State / Province

Select ▾

Zip / Postal Code

### Website

Please provide the URL for your organization's website.

*Please note that while panelists may view your website for deeper knowledge, you should not rely on website content for the success of your application. Please plan to complete an application that can successfully stand on its own.*

## Primary Contact

Who should we contact about the status of your application?

**First Name****Last Name****Email Address****Phone #****Secondary Contact**

Please provide a secondary contact.

**First Name****Last Name****Email Address****Phone #****Membership Tier**

- ☐ Tier 2: \$500,000 - \$999,999 budget
- ☐ Tier 3: \$100,000 - \$499,999 budget
- ☐ Tier 4: Under \$100,000 budget
- ☐ Independent Producer

**Annual Operating Income**

Please indicate your operating income for the current fiscal year.

*No dollar signs or commas.*

### Annual Operating Expenses

Please indicate your operating expenses for the current fiscal year.

*No dollar signs or commas.*

### Equity Contract

Under what Equity contract does your company produce?

- ☐ LOA
- ☐ Mini
- ☐ Transitional
- ☐ Showcase
- ☐ Off-Broadway
- ☐ We do not produce under Equity contract
- ☐ Other

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## REQUEST FOR SUBSIDY

### Theatre Requested

- ☐ The Jeffrey and Paula Gural Theatre
- ☐ The Mezzanine Theatre

### Requested Date Range

Please refer to the available dates on the [Rental Subsidy Fund Page](#).

#### First Choice

Select



#### Second Choice

Select



If necessary, please provide details about your date selections.

☐ I understand that, in order to fill the calendar with as many subsidized rentals as possible, flexibility is needed and specific date requests may not always be possible.

### Rental Length

For how long are you interested in renting the theatre?

*Rentals must be between 3 and 8 weeks.*

### Rights

Do you currently have the rights to the show you are producing or applying for?

Select



### Insurance

☐ By checking here, I acknowledge that insurance will be required and agree to provide proof of coverage for the rental period.

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## NARRATIVE STATEMENT

The narrative portion of the application (**a PDF document of 2-4 pages with 1" borders using Calibri or Arial 12-point font**) should address each of the following:

- Describe the mission, vision, and core programming of the company, including details on the artists who make up the company's core, if appropriate.
- Describe in detail the project for which your company seeks to rent subsidized space at the A.R.T./New York Theatres. Please include information on the artists involved, production concept, how this show fulfills the company's mission, and how (if applicable) this show fits into a larger season. If the specific project is unknown, please provide information about the goals, staff, and artistic aims of the company and how producing at the A.R.T./New York Theatres fits in to these goals.
- Describe in detail the company's goals in terms of audience outreach and engagement, for this project and for the company as a whole. What audiences are you already reaching, and how are you aiming to expand your audience? Please be specific about any existing or planned audience outreach or engagement initiatives.
- What would renting at the A.R.T./New York Theatres mean for your company? How could this rental partnership aid in your company's growth artistically, strategically, and in other ways?
- If applicable, how much will your company expect to save by presenting this production at the A.R.T./New York Theatres? How will these funds be reallocated either within the production budget, or towards organizational expenses? If renting at A.R.T./New York Theatres does not reduce your anticipated theater and equipment rental budget, please let us know any other way, not already referenced above, that renting at our theatres would be beneficial to your production and company.

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## ADDITIONAL UPLOADS

The following attachments are a required part of your application. **PDF format is required.**

**Each upload field can only hold ONE document;** using the upload button again will replace the document previously uploaded.

Please include the name of your organization in the filename of each document.

### 3-Year Operating Budget

Please attach a three-year operating budget for your company. This budget should include three columns: your most recently completed fiscal year actuals, your current budget, and the next fiscal year projection. *(one page max)*

- Use the Budget Form template provided ([download here](#)) and save to PDF format, ensuring it fits on one page.
- Please round your numbers to the nearest dollar.
- If your theatre program is only a portion of your programming, please include a separate budget for the theatre program in support documents.

No file chosen

### Budget Notes

Please provide budget notes for line items that require additional clarification or explanation. *(one page max)*

- Please indicate the fiscal year in which the production for which the rental is being requested will occur.
- Explain any line item that changes by more than 10% (up or down) between fiscal years.
- Please provide details for both earned and contributed income, including projected ticket sales, individual and board contributions, and indicate secured and pending institutional funding.
- Please explain the cause of a deficit, and especially take the time to explain plans to address year-over-year deficits, if necessary.

No file chosen

### Production Budget

Please upload a full production budget, including income and expenses, for the proposed project. *(one page max)*

Use the Budget Form template provided ([download here](#)) and save to PDF format.

No file chosen

### Production Budget Notes

Please upload production budget notes detailing secured and pending income, earned income projections, and expense details. If applicable, please note what budget lines are enhanced from reallocated funds. *(one page max)*

No file chosen

## Production History

Please upload your company's production history for your most recently completed and current seasons. Use the prepared Production History template ([download here](#)). *(two pages max)*

 No file chosen

## Optional Uploads

We recommend these documents relate directly to your application and support the case made in your narrative. Examples of documents our panel have found helpful in the past include: marketing plans, artist biographies, and letters of support. *(up to 2 documents, 6 TOTAL pages max)*

### Document 1

 No file chosen

### Document 2

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## CONFIRM SUBMISSION

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