

L K Boutin Grant

Officers:

Molly Ketchum, President
Loween Getter, Vice President
Peggy Brown, Secretary
Gerard Schwickerath, Treasurer
Connie Loeschen, Newsletter
Rick Meyers, Past President



Board Members:

Carol Bellairs	Helen Beneke
Paul Hemmer	Luanne Krabbe
Leslie Charipar	Kathy Schnell
Mel Wilson	Cheryl Zieringer
Donna Smithson	– State of Iowa Representative

August 2011

Guidelines

Eligibility.

- An Application will be accepted from any theatre that is a current paid member of ICTA.
- Only one application from each theatre may be submitted in a give year. Multiple applications will disqualify all applications from that theatre.
- Theatres may apply in consecutive years.

Applications must be postmarked by the date designated on the application form, and must include all information and supporting materials as specified on the application form.

Projects described in the application must be carried out within the following calendar year. For example 2011 applications must be completed prior to December 2012.

Applications not meeting all the requirements of the guidelines will be rejected by the treasurer, and not be forwarded to the ICTA board for review. It is the responsibility of the applicant to review the application before submission. Incorrectly filed applications will not be returned. ICTA may award the amount requested or a portion thereof.

Funding.

- \$500 is the maximum amount that will be awarded to any theatre.
- Announcements of awards will be made before the beginning of the year in which funds are to be expended.
- Payments to theatres receiving grants will be made upon submission of evidence of completion.

Projects.

- Each application must describe the intended use of the grant funds.
- It is suggested that this be a project or special purpose which the theatre could not accomplish with its own operating funds.
- It is suggested the applicant consider projects, as specific training sessions, which could involve neighboring theatres.

Reporting.

- Theatres which receive grants will be required to submit a report on the result of their project by the end of the calendar year (December 31).
- Failure to submit a report waives all rights to awarded funds
- ICTA reserves the right to revoke any grant award based on their sole discretion. All decisions of ICTA are final.

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APPLICATION FOR CALENDAR YEAR 2011

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Name of Theatre _____

Year theatre founded _____

Tax Identification Number _____

Tax designation non profit **(or)** for profit

Annual operating budget _____

Amount requested _____

Purpose of funding (summary in fewer than 50 words)

Theatre's mailing address: _____

Web address _____

Contact Person: _____

Address _____

Phone number of contact person _____

Alternate phone (please specify) _____

Email address _____

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If you are awarded a grant, ICTA will issue a press release to your local media. Please provide the name and contact information for the media outlets you would like us to issue to (radio, TV newspapers, etc)

Please submit all of the following information:

1) PROJECT INFORMATION

- Description of project for which you are applying

- Description of the long range benefits which you believe will result from the undertaking of this project.

- List of expenditures anticipated for this project.

2) THEATRE BACKGROUND

- Productions in the last season (please attach listing, please include the following information: Name of play, number of performances and total attendance)

- Briefly describe:
 - Performance space

 - Backstage

 - Any other relevant area of your theatre

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3) PLEASE ATTACH A LISTING OF OFFICERS, BOARD MEMBERS (by name along with contact information (postal or email) AND THEIR AFFILIATIONS.

4) FINANCIAL CONDITION -

Please attach a copy of your

- Current balance sheet and income statement.
- Most recently completed fiscal/calendar year end balance sheet and income statement.
- Please state if the financial statements are audited and the audit opinion expresses

I UNDERSTAND THAT IF THIS GRANT IS AWARDED, IT MUST BE USED FOR THE PURPOSE DESCRIBED IN THIS APPLICATION AND THAT A REPORT OF THE USES OF GRANT MONIES MUST BE SENT TO THE ICTA TREASURER BY DECEMBER 31, 2011. I FURTHER UNDERSTAND THAT IF ALL GRANT FUNDS HAVE NOT BEEN EXPENDED BY DECEMBER 31, 2012, NO FUNDS WILL BE AWARDED.

SIGNED _____ Date _____

NAME (PRINTED) _____

TITLE: _____