# Facility Grant Application
## Tulsa Performing Arts Center Trust

Primary Contact: _____  Name of Organization: _____

Preferred Phone: _____  Email Address: _____

Mailing Address: _____

Tax ID Number: _____

Is your organization a 501(c)3?  ☐ **Yes**
*Submit proof to tmcgilbra@cityoftulsa.org*  ☐ **No**

Is this event a fundraiser for you organization? *(If yes, it is **ineligible** for a grant).*  ☐ **Yes**
☐ **No**

Name of Event: _____

Theatre: _____

Number of Performances: _____

Performance Date(s) and Time(s):
*Please list each performance.*

Number of Rehearsals: _____

Rehearsal Date(s) and Time(s):
*Please be specific, listing the day, time and duration of each rehearsal or load-in days.*

Has your organization ever received a TPACT facility grant previously?  ☐ **Yes**
☐ **No**

Please list the four most recent grants that you have received:
*Provide event title, date and amount for each grant that you have received. If you have not received a facility grant previously, enter "Not Applicable."*

Describe this event and its artistic components:
*Please be as detailed as possible in this section. For example, if this is a play being produced, provide a synopsis, information about the playwright, awards, etc. Are you bringing in a visiting artist? If so, discuss the artist's credentials here and describe the content of the performance.*

Explain how this event reflects the Trust mission:

*Tulsa PAC Trust Mission: Recognizing that the Tulsa Performing Arts Center was designed to be "Everyone's Place," the Tulsa Performing Arts Center Trust supports programs and facility improvements that would not otherwise occur, thereby providing opportunities to experience diversity through the arts.*

Describe your marketing plan and projected marketing expenses for this event. Please be specific:

Ticket Prices:
*Please list different price scales and/or rates for adult, student, senior, etc.*

Projected Number of Tickets Sold _____ Projected Ticket Sales (Dollar Amount) _____

Using your ticket prices and projected ticket sales number, please explain how you arrived at the Projected Ticket Sales (Dollar Amount).

Will you be giving away comp tickets to your event?          ☐ **Yes**
                                                             ☐ **No**

If yes, please estimate the number of comps and to whom they will be given (i.e. sponsors, non-profit groups, etc.)

## PAC Facility Costs
*The following information can be filled in once these steps are complete:*

•Contact PAC Assistant Director, tmcgilbra@cityoftulsa.org to obtain PAC calendar dates and current rental rates and fees.

•Contact PAC Tech Director, smclarty@cityoftulsa.org to obtain tech estimate.

• Do NOT attempt to estimate your own expenses. Please forward a copy of your tech estimate to tmcgilbra@cityoftulsa.org in order for your grant submission to be considered complete.

• The total of this section is the amount of your grant request.

• Facility grants may be used to cover: rent, security, ticket office, ticket printing, PAC equipment, PAC stagehand fees, cleaning fees and PAC permit fee.

• Facility grants do not cover: ushers, piano tuning, insurance, backline, credit card fees or additional stagehand (union) labor.

Hall Rental (includes performance and non-performance rent)  $_____

Security (includes performance and non-performance days)  $_____

Total Ticket Office Fee(s) (this is a per performance fee. Do not include credit card fees or sales tax)  $_____

PAC Stagehands (listed as "House Heads" on your tech estimate. Does NOT include IATSE Carpenters, Electricians, Props, Audio, Riggers, Loaders, Wardrobe, etc.)  $_____

PAC Equipment Charges (do not estimate on your own. This figure should be taken from your Tech Estimate)  $_____

Cleaning Fee(s) (this is a per performance fee)  $_____

Permit Fee  $_____

**Total Projected Facility Costs (this should be the total of all line items in this section of the application)  $_____**

## Additional Event Expenses

*These are additional expenses for your event that are NOT covered by Facility Grants and will help you budget accurately for your event. Please include all expenses to help illustrate the full cost of your event. This information will help TPACT in evaluating your grant.*

Additional Stagehand (IATSE) Labor (Do NOT include PAC labor in this figure. Please utilize your tech estimate for these figures)
$_____

Marketing (please include the total amount that you plan to spend in marketing for this event. It should match the total/figure from the first section of this application)  $_____

Artist Fees (examples of this fee are either the amount paid to a touring artist or the amount paid by your organization to secure the rights to present a work)  $_____

Other Expenses Not Listed Above  $_____

**Total Projected Non-Facility Expenses (this should be the total of all line items in this section of the application)  $_____**

## Event Income

Projected Ticket Sales (this should match the figure used in the second section of this application)  $_____

Sponsorships (do not include your facility grant request in this amount)  $_____

Facility Grant Request (this should match the figure from "Total Projected Facility Costs " in the third section of this application)
$_____

Organizational Cash (this should be the total income NOT covered by ticket sales, sponsorships or the facility grant to make your budget–expenses and income–balance)  $_____

**Total Projected Income (this should be the total income from ticket sales, sponsorships, facility grant request and organizational cash)**
$_____

# Required Documentation & Certification

*Please note that your application for a facility grant for the upcoming season is not complete until this form is submitted and the following documentation has been received electronically at tmcgilbra@cityoftulsa.org or via USPS to TPACT Facility Grants/Attn: Terri McGilbra/110 E 2nd St/Tulsa, OK 74103.*

•Proposals will be reviewed at the March Program Committee Meeting.

•A representative from the requesting organization may be asked to make a presentation at the March Program Committee if more information is required.

•If approved, the Program Committee forwards the application to the Trust for consideration at its March meeting. The Trustees or Program Committee may choose to approve partial funding.

•The proposal is not accepted until approved by the Trustees.

•The requesting artist or organization will receive written notice of acceptance or denial of proposal within seven days of the March TPACT meeting date.

**CHECK LIST:**

☐ I have read the approved "Guidelines for Facility Grants".

☐ I understand that this application is not complete until a copy of my organization budget (most recently completed year, budget vs. actual) is emailed to TPACT at tmcgilbra@cityoftulsa.org.

☐ I understand that this application is not complete until a copy of my 501(c)(3) designation is emailed to TPACT at tmcgilbra@cityoftulsa.org.

☐ I understand that this application is not complete until I forward a copy of PAC tech estimate to TPACT at tmcgilbra@cityoftulsa.org.

TULSA PERFORMING ARTS CENTER TRUST