

APPLICATION HOW-TO

2019 THEATER PRODUCTION AWARDS

The Wallace Alexander Gerbode Foundation

With generous support from The William and Flora Hewlett Foundation

DEADLINE: Emailed application materials must be received by the Gerbode Foundation by **4:00 p.m., Thursday, April 11, 2019**. Application materials must be emailed to specialawards@gerbode.org. Late or incomplete submissions will not be eligible. Hardcopy applications will not be accepted.

REQUIRED: All Applicants must speak to Olivia Malabuyo Tablante, Special Awards in the Arts Program Director at the Gerbode Foundation, to determine eligibility. Olivia can also answer any questions about the program. She can be reached at 510-915-8048 or olivia@gerbode.org. Please read through the Program Guidelines prior to contacting the Foundation.

APPLICATION FORMAT:

- Download the Word version of the Application available on www.gerbode.org and enter information directly into the document. Please do not use a font smaller than 10 pt. and save frequently!
- The spaces provided in the Application are suggested lengths for each response.
If more space is needed, please feel free to include an additional 2-3 paragraphs for each response when necessary.
- All application pages, including attachment pages, must be formatted as **8.5" x 11" pages** for hard copy purposes and be submitted as either:
 - a) one complete PDF document; **or**
 - b) attachments in a single email. When sending, file names should include the number associated with each attachment (see **Application Checklist on page 7** below).

APPLICATION SUBMISSION:

To apply, please send separate emails to specialawards@gerbode.org each with:

1. (Required) PDF of the application and attachments listed in the Application Checklist on **page 7**.
2. (Required) Work samples. If you are submitting play scripts or librettos, please submit 10-20 pages from no more than three short works, or up to 20 pages from no more than two larger works. For poetry or spoken word, please submit 10-15 pages from at least 5 poems/pieces. Please be selective with the work samples that you submit. These work samples are one of the key components in the overall evaluation.
3. (Optional) Video samples of the lead artist(s) work directly related to the project. Please submit no more than two relevant videos by including links to the video samples. Please note the following for each: name of production, year of production, brief summary of the production or show, and start time (if applicable, panelists will view up to 2 minutes per sample). Please provide password if applicable.
4. (Optional) Video samples that are relevant to the proposed commission. Please submit no more than two videos by including links to the video samples. Please note the following for each: name of production, year of production, and relevancy to the commissioned project and/or lead artist. Please provide password if applicable.

Important Note: If a single email is larger than 25MB (the maximum file size allowed via email), please email us at specialawards@gerbode.org so we can send you a Dropbox link to upload your application materials. (You will need to sign up for Dropbox with a username and password.) Please request this no later than **Thursday, April 11th at 10am (PST)**.

APPLICATION

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I. Applicant Organization

Name of Organization: "[Click here and enter text]"

2019 Operating Budget: "[Click here and enter text]"

Mission statement: "[Click here and enter text]"

Contact person/Title: "[Click here and enter text]"

Mailing address: "[Click here and enter text]"

Phone: "[Click here and enter text]"

Email address and website: "[Click here and enter text]"

II. Proposed Lead Artist(s)

Name(s): "[Click here and enter text]"

California residency (highlight box and enter "X" to select):

- Current California resident
- California residency in the last 24 months. "Please specify dates of CA residency here"
- California artist residencies in the last 3 years.

Significant artist residencies in the last 3 years but lives out of state. Please contact the Gerbode Foundation to confirm this eligibility.

California productions in the last 3 years (Please specify dates, organizations affiliated with work, key collaborators venue, etc.):

"[Click here and enter text]"

Mailing address (street, city, state, zip):

"[Click here and enter text]"

Phone: "[Click here and enter text]"

Email address: "[Click here and enter text]"

Website, Blogs, YouTube channels, and other online media (optional): "[Click here and enter text]"

III. Narrative Section

1. **ARTIST'S STATEMENT.** Please submit a statement by the proposed lead artist(s) addressing the following questions:
 - a) Describe your approach, style, and creative process for the proposed project.
 - b) How does this project relate to past work? Is it a departure from previous projects?
 - c) Why do you want to work with the producing/presenting organization?
 - d) How would this opportunity impact the direction of your artistic work, creative process, and professional development?

"[Click here and enter text]"

2. **SUBMITTED WORK SAMPLES.** *Name of production, year of production, brief summary of the production or show should be submitted in an email. Please refer to the **Application Checklist on page 7** for details.*

- a) How does each submitted work sample relate to the proposed project?
- b) Are there any artists involved in the submitted work samples that will be collaborators on the proposed project?

"[Click here and enter text]"

3. **COMMISSION SUMMARY**

- a) What is the style, format, and theme of the proposed work? (Please note other key artists likely to participate in the premiere.)
- b) What is the timeline for the work's premiere? (It must take place no earlier than June 2020 and no later than October 2022.)
- c) Who is the intended audience? Do you represent any particular community? Is this new work significant to a particular community?
- d) What is the venue (or possible venues) for the premiere?

"[Click here and enter text]"

Proposed Commission Synopsis

In less than 100 words, please state the synopsis of the proposed work.

"[Click here and enter text]"

4. **ORGANIZATION'S STATEMENT.** Please state your professional history with/relationship to the proposed lead artist(s), and respond to the following questions:

- a) What are the artistic strengths of the proposed lead artist(s) and why are you interested in working with this artist?
- b) Why is this proposed commission important to your organization/ensemble/company at this time?
- c) What is the current vision and long-term direction of your organization's work? How does this work propel the work of the organization? How is this work different from past productions?

"[Click here and enter text]"

5. **PROPOSED BUDGET.** In addition to completing and submitting the budget below, please feel free to include a more detailed budget, if one is available. Please refer to the checklist on **page 7**.

PROJECT EXPENSES

Expense	Amount
Commission fee to lead artist(s) (<i>see note below</i>) If part of lead artist's regular salary, state full salary here: _____	
Total compensation for _____ actors/performers for _____ performances	
Total compensation for _____ actors/performers for _____ rehearsals	
Total compensation to production/technical staff for world premiere	
Space rental (if applicable)	
Royalty and/or licensing fees	
Marketing/Outreach and Promotion costs	
<i>Additional expenses (list here or attach more detailed budget)</i>	
TOTAL EXPENSES	

PROJECT INCOME: List any projected sources and amounts, including estimated box office and ticket sales income. Please specify whether funds are pending (P) or committed (C).

Income Source	Amount
2019 Gerbode Theater Production Awards (P)	\$50,000
TOTAL INCOME	

Required commission fee to lead artist(s): minimum of **\$12,500**. This amount should reflect compensation commensurate with the lead artist's artistic history and expertise, along with the applicant organization's capacity and commitment to the project. Please contact Foundation staff for commission fees made to an ensemble or a collaborative.

APPLICATION CHECKLIST

Application materials must be received by **Thursday, April 11, 2019 at 4pm (PST)**. Application materials must be emailed to specialawards@gerbode.org. Late or incomplete submissions will not be eligible. Hardcopy applications will not be accepted.

Application should be submitted as a single PDF or as attachments in a single email (labeled numerically as listed):

- 1. Application pages 1–6 (or page 1 through the project budget or, if applicable, detailed project budget).
- 2. IRS letter establishing the applicant organization's nonprofit, tax-exempt, public charity status.
 - *If a fiscal sponsor (NOT the presenting organization) is the applicant, please attach:*
 - 1. The fiscal sponsor's proof of nonprofit status.
 - 2. A short description of the presenting organization's history and partnership with the fiscal sponsor as it relates to the commissioned work.
- 3. List of Staff & Board of Directors.
- 4. Organization's financial statements and income/expense statements for the previous completed fiscal year ending in 2017/18 (audited or accountant-approved) and the current financial statements and income/expense statement for fiscal year ending 2018/19.
- 5. Current fiscal year budget.
- 6. Up to three relevant reviews/articles representing the applicant organization or presenting organization's recent theater productions. All reviews/articles must be formatted as 8.5" x 11" pages.
- 7. One-page list of the applicant organization's recent history as a producer/presenter of new theater works.
- 8. Reviews/articles (print and online accepted) representing the proposed lead artist(s). All reviews/articles must be formatted as 8.5" x 11" pages.
- 9. CV/Résumé/biography of the proposed lead artist(s).

In addition, please submit the following in separate emails (clearly labeled in the subject line):

- For the proposed lead artist(s):**
 - 1. (Required) Work samples. If you are submitting play scripts or librettos, please submit 10-20 pages from no more than three short works, or up to 20 pages from no more than two larger works. For poetry or spoken word, please submit 10-15 pages from at least 5 poems/pieces. Please be selective with the work samples that you submit. These work samples are one of the key components in the overall evaluation.
 - 2. (Optional) Video samples of the lead artist(s) work directly related to the project. Please submit no more than two relevant videos by including links to the video samples. Please note the following for each: name of production, year of production, brief summary of the production or show, and start time (if applicable, panelists will view up to 2 minutes per sample). Please provide password if applicable.
- For the presenting organization (optional):**
 - 3. (Optional) (Optional) Video samples that are relevant to the proposed commission. Please submit no more than two videos by including links to the video samples. Please note the following for each: name of production, year of production, and relevancy to the commissioned project and/or lead artist. Please provide password if applicable.

Important Note: If a single email is larger than 25MB (the maximum file size allowed via email), please email us at specialawards@gerbode.org so we can send you a Dropbox link to upload your application materials. (You will need to sign up for Dropbox with a username and password.) Please request this no later than **Thursday, April 11th at 10am (PST)**.