



## **Florida Theatrical Association Professional Training Awards Program**

Florida Theatrical Association's Professional Training Program is designed to support producing, non-profit Florida theatres and other non-profit performing arts training programs. Funds can be applied for the creation of projects that promote excellence in theatre education. Eligible projects include student scholarships, professional staffing, program materials or student performances. Florida Theatrical Association will distribute a maximum award of \$3,000 to each organization.

### **ELIGIBILITY**

To be eligible to receive a scholarship, the applicant organization must:

- 1) be a non-profit, tax exempt Florida corporation according to these definitions:
  - a) Incorporated or authorized as a non-profit corporation, in good standing, pursuant to Chapter 617, Florida Statutes\*
  - b) Designed as a tax-exempt organization as defined in s. 501 (c) (3) or 501 (c) (4) of the Internal Revenue Code of 1954
  - c) The applicant CANNOT be affiliated with a public or private school, including training offered by teachers or after-care programs managed by a school
  - d) Must live in one of these counties in Florida: Brevard, Broward, Dade, Lake, Orange, Osceola, or Seminole

\*Florida Theatrical Association will verify that all fees are current and the applicant is in good standing with the Division of Corporations.

### **REVIEW CRITERIA**

The scholarship applications will be evaluated on the following criteria:

#### **Artistic Excellence**

Achievement of high professional standards as determined by:

- the application summary
- resumes and reputation of artistic & educational personnel involved
- reviews, articles and other support materials included
- videos and portfolios

#### **Impact**

Achievement of high professional standards as determined by:

- assistance provided to students who are residents of Florida
- demonstrated economic need of assistance or academic excellence for proposed students
- cultural diversity of students provided scholarship funds

#### **Artistic Program Management**

Program management will be determined by:

- completeness of application and review of support materials
- proven record to develop and provide training that is of high quality and importance
- strength of training programs and their evaluations



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## **HOW TO APPLY**

All applicant organizations must submit the following by **Wednesday, August 31<sup>st</sup>, 2011**

A complete application form, with all appropriate signatures and information.

- 1) Support Materials are required and should be submitted as part of the application packet. The inclusion of these materials will assist the review panel in the evaluation of the application and will make the application more competitive.

All applications should be returned to:

**Professional Training Awards Program  
Florida Theatrical Association  
100 S Eola Drive, Suite 101  
Orlando, FL 32801**



**SECTION A – General Information** (please type entire application)

|   |              |                       |               |
|---|--------------|-----------------------|---------------|
| <b>APPLICANT</b> (Legal name of organization as shown on IRS 501(c)(3) or (4) letter) |              |                       |               |
| <b>APPLICANT DEPARTMENT</b>   |              |                       |               |
| <b>FED ID#</b>  |              |                       |               |
| <b>CONTACT PERSON</b>   |              |                       |               |
| <b>TITLE</b>  |              |                       |               |
| <b>CONTACT TELEPHONE NUMBER</b>   |              | <b>E-MAIL ADDRESS</b> |               |
| <b>MAILING ADDRESS</b>  |              |                       |               |
| <b>CITY</b>   | <b>STATE</b> | <b>POSTAL CODE</b>    | <b>COUNTY</b> |

**SECTION B – Organization Mission Statement**

(In the space below, please provide the mission statement of your organization. Attach additional pages, if necessary.)

**SECTION C – Organization Information**

Total budget of organization: \_\_\_\_\_

Total amount of full-time staff: \_\_\_\_\_

Total amount of part-time staff: \_\_\_\_\_

Total amount of volunteers: \_\_\_\_\_

Membership Organization: Yes or No

If yes, how many members do you have? \_\_\_\_\_

If no, how are your patrons obtained? \_\_\_\_\_

Total amount of program costs for students/patrons: \_\_\_\_\_

**SECTION D – Professional Theatre Education Project**

Please give an overview of the planned project. Include the following information:

- What are the goals of the project?
- Is it a recurring program? If recurring, what new changes will be implemented?
- Describe the project implementation, listing specific objectives.
- How many students will be involved?
- Please include any additional information that is not listed above. Attach additional pages, if necessary



**SECTION E – Support Materials**

Please include the following with application packet:

1. Copy of 501(C)(3) Certificate
2. Florida certificate for registration of articles of incorporation
3. Board members
4. Staff resumes
5. Production schedules
6. Photographs
7. Brochures
8. Videos or portfolio (only if available)
9. Two testimonial letters from past program participants (if applicable)

**SECTION F – Certification of Compliance Statement**

We certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of our knowledge and that we will abide by all legal, financial and reporting requirements for all scholarships received by Florida Theatrical Association.

|                       | <b>EXECUTIVE DIRECTOR</b> | <b>CHIEF FISCAL OFFICER</b> | <b>CONTACT PERSON</b> |
|-----------------------|---------------------------|-----------------------------|-----------------------|
| <b>NAMES: (typed)</b> |                           |                             |                       |
| <b>TITLES:</b>        |                           |                             |                       |
| <b>TELEPHONE:</b>     |                           |                             |                       |
| <b>DATE SIGNED:</b>   |                           |                             |                       |
| <b>SIGNATURE:</b>     |                           |                             |                       |



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**SECTION G – Interim Report      Due: April 2, 2012 for 2011-2012 grant recipients**

This section is to report on the activities of the organization and the scholarship recipients of this program. Please report what activities the organization has presented throughout the year, how the scholarship recipients may have participated, and other activities that have furthered the recipient's education. Provide information regarding the distribution of the scholarship funds (including any change from the original list of scholarship recipients) and copies of any communications or public relations efforts that acknowledged the scholarship partnership between your organization and Florida Theatrical Association.