

NOTA Grants Program

The New Orleans Theater Association (NOTA) is a 501(c)3 nonprofit whose mission is to provide visual-arts and performing-arts-related services to local youth from annual revenue derived from the Broadway Series it presents at the Saenger Theatre.

Post-Katrina, NOTA was inactive due to damage to the Saenger Theatre, the venue through which its revenues were derived. With the revitalization of the Broadway Across America series NOTA has restored its grants funding program.

NOTA is seeking to fund or contribute to programs in the metropolitan New Orleans community that focus on **any aspect of the theatrical arts**, which we define broadly. Eligible projects might include panel discussions, a lecture or lecture series, workshops for the general public or special interest groups (young people; professional training for members of the local theater community), and event participants (festival or convention attendees). **Funding for theatrical events in area High Schools demonstrating particular need is of special interest to NOTA.**

The total amount available for distribution will vary from year to year based on proceeds of the annual Broadway Series. In recent years NOTA has awarded between 10 and 15 grants annually. Most grants tend to be in the \$1,000 to \$10,000 range, but there is no preset maximum amount for an award. NOTA will strongly favor grants to organizations which match our funding with their own.

NOTA board members will make decisions based on applications received through the process outlined below. Evaluation of selection procedures and initial project results will inform decisions about future programs. Innovative, non-traditional, and inter-disciplinary projects are also encouraged.

I. Eligibility:

- nonprofit arts, educational, and cultural organizations (501(c)(3)) in the metropolitan New Orleans region for projects in this region (Orleans, Jefferson, St. Tammany, St. Bernard, St. John parishes);
- theater-related programs directed by arts or educational professionals with established arts and educational organizations;
- high schools in Orleans, St. Tammany, St. Bernard and Jefferson Parishes.

II. Application packages must include the following:

1. **One page project narrative** (8 1/2" x 11", 12 pt type; 1" margins) including:
 - project description, with discussion of the demonstrated need in community for proposed project;
 - cost of proposed program to participants;
 - innovative approach of project (what makes this project unique?);
 - project director and staff (attach professional resumes);

NOTE: Program participants need not necessarily be local residents; projects are encouraged that bring new theatrical voices, approaches, and visions into the New Orleans community.

 - projected number of participants, with projected demographics (age, gender, race, ethnicity);
 - evidence of organization's success with similar projects;

- description of how the project's success will be measured by applicant;
- contact person who can answer questions about grant proposal.

2. Project Costs and Project Financial Summary forms (attached):

Note the following required information:

- NOTA grants heavily favor organizations which will commit to match our grant from its own sources at least 1: 1 or better;
- project budget must include line items for staff costs, administration overhead, materials, other professional services; venue costs; insurance; publicity; other relevant costs; and contingencies (NOTE: Overhead costs should exceed 10% of overall project cost);
- include cost of entire project per participant (i.e. \$20,000 project cost/200 participants = \$100 cost/participant)
- organization must demonstrate that its other funds are available at least one month prior to start of project;

3. Attachments (if applicable)

- copy of IRS nonprofit status letter
- copy of most recent financial audit
- board list (names & addresses)
- up to 5 pages (8 1/2" x 11") of recent publicity, press releases, programs, reviews, etc.

NOTE: attach copies – do not send original material as it cannot be returned.

III. Selection procedures:

1. Grants will be reviewed by the board on a monthly basis.
2. Send a complete packages to:

**NOTA Grants Committee
c/o Michael S. Mitchell
Fisher & Phillips LLP
201 St. Charles Ave., Suite 3710 New Orleans, LA 70170**

NOTE: We strongly encourage electronic transmission of grant applications and related materials. These may be sent info@neworleanstheatreassociation.com or MMitchell@laborlawyers.com. Facsimile applications will not be accepted. Additional material may be required prior to presentation to NOTA Board. If you choose to submit your grant application in hard copy, please send five complete packages.

3. Proposals finalists will be selected by NOTA's board of directors; in the event of multiple eligible proposals, representatives may be invited to meet NOTA Board to make a 10- minute presentation of their project.

4. We do not have a funding cycle. Grant applications will be accepted at any time during the calendar year. Selections are generally either accepted or rejected within a month. NOTA Board members will remain in contact with your organization's representative during the year to monitor the progress of your project. NOTA will execute a contract with each organization for project funding that will include project description, project timetable, reporting procedures, funding attribution, etc.

Grant Application Form

Date:
Organization:
Project Title:
Project dates:

PROJECT COSTS INFORMATION:

A. Personnel – Include the following:

- 1) list all staff involved in project with resumes/qualifications;
- 2) number of hours/week devoted to project; and
- 3) cost of engaging staff for this project. Include all personnel involved in project. Full- time staff who work part-time on this project should be included with a % of the time spent on this project based on full-time salary.

Title: Name: # hours/wk Total cost Project director:
Project staff:
Personnel sub-total:

B. Administrative overhead

These are *not project-specific costs* but are an appropriate % of on-going administrative costs incurred to maintain staff/office so that project can take place.

Description Cost

General office overhead (rent, equipment, etc.) Other (be specific)

Administrative sub-total:

This project will consume ____% of total office overhead administrative costs.

C. Project-specific costs

These are costs related only to the specific project; fill in as many as are applicable. Not allowable: food/beverage.

Direct Costs

Description Cost Venue cost for project (if applicable)

Insurance

Materials

Publicity

Printing

Consumables

Participant transportation Contingency (recommended)

Other (be specific)

Project costs sub-total:

PROJECT FINANCIAL SUMMARY: Amount

Category I. Cost

A. Personnel sub-total:

B. Administrative overhead sub-total:

C. Project-specific costs sub-total: Total Project Cost:

Category II. Income:

A. Organization share:

B. Other source(s):

C. Grant request: Total:

NOTE: Total income must match total project cost. Projects that involve a match of funds (agency-generated funds plus grant request) are preferred.

Category III. Cost/participant

A. Cost of Program:

B. Number involved in Program:

C. Cost/participant: A divided by B:

APPLICATION FORM CHECKLIST:

Be sure your package includes the following:

A. One-page project narrative; *include contact person and contact information* B. Project cost form; *include resumes of personnel*

C. Financial summary form

D. Copy of IRS nonprofit status letter

E. Copy of most recent financial audit

F. Board list

G. Up to 5 pages (8 1/2" x 11") of recent publicity, press releases, programs, reviews, etc.

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