

NOTA Grants Program

The New Orleans Theater Association (NOTA) is a 501(c)3 nonprofit organization, which serves as the local presenter for the Broadway Series at the Saenger Theatre. We use the annual revenue derived from that activity to provide support for artistic performances, as well as visual-arts and performing-arts-related services throughout the greater New Orleans area.

NOTA will consider funding or contributing to programs that focus on **any aspect of the theatrical arts**, which we define broadly. In addition to specific performances, and programs supporting music, dance, art, creative writing or other theatre-related projects, eligible projects might include panel discussions, a lecture or lecture series, workshops for the general public or special interest groups such as young people, professional training for members of the local theater community, and event participants including 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 varies from year to year based on proceeds of the annual Broadway Series at the Saenger Theatre. In recent years NOTA has awarded between 20 and 25 grants annually. Most grants tend to be in the \$5,000 to \$15,000 range, but there is no preset minimum or 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, nontraditional, and inter-disciplinary projects are 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. Project narrative, preferably one page 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; we encourage projects 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, including street or mailing address, email, and phone number.

2. Project Costs and Project Financial Summary forms (see 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 not generally 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 five 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:

Email a complete package to M.S.Mitchell@cox.net. Please do not submit hard copies of your grant application unless absolutely necessary. If you do need to submit an application by hard copy you may send it to the following:

**NOTA Grants Committee
c/o Michael S. Mitchell
5034 Bancroft Drive
New Orleans, LA 70122**

Grant recipients will be selected at the sole discretion of NOTA's Board of Directors.

We do not have a funding cycle. Grant applications will be accepted at any time during the calendar year, but should be at least 90 days prior to the event, project, or program that you are seeking to fund. Grant requests are generally accepted or rejected within a month. Actual funds for successful grant requests will be distributed on a quarterly basis: March, June, September, December. *Please factor this schedule into your grant request.*

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 an agreement with each organization for project funding that will include project description, reporting procedures, funding attribution, etc.

Grant Application Form

Name and Full Address of Organization:

Project Title:

Project dates and date of submission of grant request:

Name and Address of Contact Person (including full mailing address and email)

Amount of Grant Request:

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.

B. Administrative overhead

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

General office overhead (rent, equipment, etc.)

Other (be specific)

Administrative sub-total:

Percentage of total office overhead administrative costs for project.

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 full 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.