



**The Wuchien Michael Than Foundation Fund**  
in partnership with the Ontario Arts Foundation

## **Theatre Projects Grant 2013** **- Application Instructions**

**Application Deadline: May 1, 2013**

### **Some General Guidelines**

- Please read *Theatre Projects Grant 2013 – Overview* before starting your application; it contains important information regarding eligibility.
- Applications must be submitted on paper. Forms must be completed onscreen then printed on 8½" x 11" paper. Other written materials such as the project description or artist statements must be typewritten or computer-generated in a type size no smaller than 11-point and submitted on 8½" x 11" white paper.
- Please provide the required number of copies of the application materials. We keep one set for our files and send the other copies to members of the jury panel for assessment. These copies should also be on 8½" x 11" white paper, preferably double-sided copies.
- We will not accept applications that are sent via fax, email or any type of storage media.
- Make sure your application is complete, signed, accurate and readable, that sections are arranged in the same order as the checklist, and the package contains the required number of copies. We do not accept any additional materials after the deadline of May 1, 2013. Late applications are ineligible and will not be returned.
- We will only accept applications postmarked by Canada Post or a courier company and sent to:

Asian-Canadian Theatre Projects  
Wuchien Michael Than Foundation Fund  
c/o Ontario Arts Foundation  
151 Bloor Street West, 5<sup>th</sup> Floor  
Toronto, Ontario M5S 1T6

- You may also hand deliver your application to the Ontario Arts Foundation office at 51 Bloor Street West, 5<sup>th</sup> Floor, up to 5 p.m. on the deadline day.
- If you want us to confirm that your application has been received, please enclose a self-addressed, stamped postcard.

## Application Checklist

( ) **WMTFF Grant - Application Form** (6 copies)

( ) **WMTFF Grant - Project Budget** (6 copies)

( ) **Project Description** (6 copies)

Please provide information to help us better understand your organization and your proposed project. It should answer the “what, who, why, when, how and where” of the project, and should include at least the following:

- Your organization mandate, production history, charitable status information, etc.
- An artist statement from the project leader (name must be identified) describing the vision for the project, explaining why it is artistically compelling.
- Your artistic approach to the project, your choice of collaborators, and your directing & design vision.
- A schedule or timeline for all project activities.
- A description of the audience you intend to reach and how you plan to reach it (outreach, marketing, publicity).
- Your plan for accessing a range of revenue sources.
- Explanations of budgeted revenue and expense amounts. Give as much detail as possible to help jury members evaluate the viability of the project.

( ) **Personnel Information** (6 copies)

Provide a list of confirmed participants, their roles in the project, and their biographies or resumes – maximum 3 pages each. Do not include headshots.

( ) **Additional Financial Information** (6 copies)

In addition to the financial information in the Project Budget Form, please provide the following:

- additional budget information, including details of fees (the basis upon which artists’ fees are calculated), other expenses and revenues not listed in the budget form, and details that help explain/substantiate/breakdown your budget line items.
- an explanation of how you will complete the project if you are unable to secure all of the revenue projected in your budget;
- a list of any in-kind donations (such as goods and services) you expect to receive. Do not include the value of in-kind donations in your budget.

**( ) Support Materials** (6 copies for written materials, 1 copy for audio visual materials)

- Script samples (maximum 25 pages) are required. In the case of non-script based works, other materials (descriptions, audio visual aids) should be provided to help the jury understand your project.
- For music theatre projects, audio support material is required in addition to a script sample; do not include musical scores.
- For movement-based, visually-oriented and interdisciplinary works, audio-visual support materials, though not required, are highly recommended.
- For co-productions, a signed letter of intent to co-produce is required. A co-production is one in which you (a) are the primary producer or at least an equal producer of the work; (b) control at least 50% of the money for the project, including in-kind assets; (c) control the artistic direction of the project; and (d) are recognized in all promotional materials as the producer or co-producer of the project.
- Letters of reference or support (signed) – optional.
- Other written support materials – maximum 6 examples.

Support materials will not be returned.

- After completing your application, sort the copies into 6 individual sets.
  - Each set should contain all the items in the same order as they appear on the checklist above. Please number the pages.
  - Send in the entire application package. Please see **General Guidelines** Section for details. Remember to make a copy of the entire application for your files.