



NEW WORKS FUND

Funded by The San Francisco Foundation
And the Fleishhacker Foundation

APPLICATION COVER SHEET

Name of Organization: _____

Type of Organization: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____ Fax: _____

E-mail Address: _____

Name of Playwright: _____

Home Address: _____

Phone Numbers for Playwright: Day: _____ Evening: _____

E-mail Address: _____

How long has the Playwright been a resident in the Bay Area?: _____

All materials must be sent to:

**Theatre Bay Area
870 Market Street, Suite 375
San Francisco, CA 94102**

Must be received by 5pm, October 20, 2008
Late applications are ineligible and will not be returned

Application Packet (6 complete sets, including cover sheet and attachments):

Required Attachments (in the following order):

1. Application Cover Sheet (this page)
2. Proposal
3. Support Materials

2. PROPOSAL (no more than four (4) pages)

Playwrights:

1. Describe the importance of this work to you and your career
2. Envision what you expect will be the result of the grant

Companies:

1. Give your history, mission and location
2. Explain the relevance of this work to your company
 - a) Why this playwright?
 - b) Why this play or idea?
3. Describe the relationship of the playwright to the company
4. Relate your company's record of new work development and presentation
5. Provide some specifics about the production:
 - a) When will the production take place?
 - b) What is the chosen venue?
 - c) Names of key artists you hope to involve (other than the playwright)
6. Provide a timeline for the development of the project

3. SUPPORT MATERIALS

Playwrights:

1. Include a brief biography describing your arts activities and accomplishments
2. List performances/works, education and training, grants and awards
3. Include a writing sample of at least fifteen (15) pages, either from the script for the project or from a previous work
4. If music is integral to the piece, include a cassette or CD (but be aware that it cannot be cued, so the panel will hear the first two minutes of the first track)
5. Provide copies of reviews, flyers and other printed material from previous productions
6. Submit two (2) letters of recommendation

Companies:

1. Provide brief (one page max) production history with performance dates and venues
2. For new works, include the names of key artists involved (playwrights and directors)
3. Proof of nonprofit status or fiscal sponsorship
4. List of board of directors
5. Include a financial outlook for your company:
 - a. Annual operating budget
 - b. The previous and current year financial standings
 - c. Fiscal projection for the project year
6. Submit an overall budget for this project (including this grant)
7. Provide copies of reviews, flyers and other printed material from previous productions
8. A two-minute video (VHS cued or DVD first track) of the company's previous work is optional and not necessarily required (if included, please provide a brief description along with the title of the piece, date and venue information)

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Contact Theatre Bay Area at (415) 430-1140 if you have any questions regarding this application.

CHECKLIST OF REQUIRED ENCLOSURES (6 copies)

Please attach the following items in the order they are listed. Each document should be labeled with the name of the applicant organization. All pages must be on 8.5" x 11" paper, single-sided and three-hole punched. See pg. 2 for descriptions of these items.

- ___ Cover Sheet
- ___ Proposal
- ___ Playwright Biography
- ___ Playwright Résumé
- ___ Writing sample (15 pages max)
- ___ 2 Letters of recommendation for playwright
- ___ Limited selection of representative reviews/printed material of playwright's work (3 max)
- ___ One-page summary of the applicant organization's production history
- ___ IRS letter establishing applicant organization's, or fiscal sponsor's, nonprofit, tax-exempt public charity status (if fiscally sponsored, provide evidence)
- ___ List of Board of Directors and their affiliations
- ___ Last completed financial statement
- ___ Current fiscal year budget
- ___ Projected annual budget for project year
- ___ Project budget
- ___ Limited selection of representative reviews/articles of applicant organization's recent productions and/or presentations of performing arts events

OPTIONAL ENCLOSURES: (LIMIT ONE (1) OF EACH)

- ___ Two-minute music clip (cassette or CD)
- ___ Two-minute video clip of theatre company's work (VHS or DVD)

PLEASE NOTE: We require six (6) copies of this application and attached documents on 8.5" x 11" paper three-hole punched. One copy will be provided to each of the panelists. Applications and materials will not be returned. If you provide the optional enclosures (CD's, videos, DVD's etc.) only submit one (1) copy of each. If you would like your additional submission materials returned please include a stamped (without postage meter date), self-addressed mail pouch of the correct size with

your application. Your additional submission materials will NOT be returned if you do not send a properly prepared mail pouch with your application. Thank you.