



CA\$H Theatre
GRANT

CA\$H Sustains:

WHAT'S ON THE APPLICATION?

All the questions on the CA\$H Sustains application are below in **bold green**. All questions are required unless marked as optional.

The application is divided into numbered sections:

1. [Organization Information](#)
2. [General Support Information](#)
3. [Budget and Financial Information](#)
4. [Optional Support Materials](#) (optional)
5. [Certifications](#)
6. [Demographic Survey](#) (optional)

At the end of this worksheet is a [link to the application](#).

SECTION ONE: ORGANIZATION INFORMATION

What is the name of the organization applying for funding?

Contact Person

Contact Person Title

Phone Number

Email

Please enter your email address carefully and proofread it before you submit. Make sure it's an address you check regularly. All communications about your application will be sent to the email address you provide.

Website



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Do you have a fiscal sponsor?

- ☐ Yes
- ☐ No

Fiscal sponsor

(Appears if you clicked “Yes” to the previous question)

Mission Statement. (Word count limit: 250)

Feel free to copy and paste this from your website.

Brief organization history (Word count limit: 400)

Feel free to copy and paste this from your website.

A list or summary of current artistic programs, activities, recent key accomplishments (Word count limit: 400)

A description of the communities your organization is rooted in, engages, and/or serves. (Word count limit: 400)

A description of recent or upcoming challenges (organizational leadership, operations, financial, major shift in programming), if any. (Word count limit: 400)

SECTION TWO: GENERAL SUPPORT INFORMATION

For the proposed grant period, please describe in a few succinct paragraphs the organization's upcoming:

Artistic Projects (Word count limit: 400)

Community Outreach and other Programming Plans (Word count limit: 400)



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Organizational Priorities (Word count limit: 400)

SECTION THREE: BUDGET AND FINANCIAL INFORMATION

By far, the most common errors on CA\$H Theatre grants are in the budget. Please review the following tips:

- **Make sure your budget reflects compliance with AB5.**
 - Panelists will want to see that all personnel are being paid at least minimum wage or are volunteers.
 - Stipends that reflect an hourly rate under the minimum wage for your municipality are NOT compliant with AB5.
 - [Click here](#) to learn more about AB5.
- **Your budget should be complete**, showing projected expenses, projected income, and funding sources already secured or in process.
 - Be sure to include the potential CA\$H Theatre grant and all potential funding in your income, with appropriate notes (applied, pending, or received).
- **We have a budget template available** on the [CA\\$H Theatre page on our website](#).
 - You can use this template or create your own. You DO NOT need to use our budget template.
 - Don't be intimidated by its complexity! If it doesn't work for you for this application, download it, review it to make sure you're not missing anything in your budget, then use whatever format works best for you. As long as it's legible to the panel, you will be fine.
- **The budget should demonstrate the need for the grant.**
 - In the world of grant writing, it's important that project budgets don't show a significant surplus (especially near the amount or in excess of the grant that you are requesting). Grant panels want to see demonstrated need for the grant money.
- **Include in-kind budget items.**
 - These items would appear on both the income and expense lines, therefore showing a zero net effect.



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- An example would be: \$4000 for space rental in your expense section and a \$4000 in-kind donation of performance space in your income section.

What is your annual organizational budget?

Please upload (as PDF) your previous FY Annual Organization Budget (actual)

If your fiscal year is January - December, this will be your 2025 annual budget. If your fiscal year isn't the calendar year, but is (for example) July 1 - June 30, this will be your FY26 budget, spanning July 1, 2025 - June 30, 2026. **This should be the budget from your most recently completed fiscal year.**

Please upload (as PDF) your current FY Annual Organization Budget (projected)

If your fiscal year is January - December, this will be your 2026 annual budget, most of which will be actuals in November 2026. If your fiscal year is July 1 - June 30, this will be your FY27 budget, spanning July 1, 2026 - June 30, 2027, most of which will be projections in 2026. **This should be the budget from the current, uncompleted fiscal year.**

SECTION FOUR: OPTIONAL SUPPORT MATERIALS

You may provide up to two work samples totaling five minutes of review. Work samples can be provided by using online links (text, video, or audio), or uploading JPEGs (images) and PDFs (documents). If you are including a script sample, please limit it to one ten-page excerpt. (OPTIONAL)

- This ENTIRE SECTION is optional.
- **You may provide work samples as a pdf, jpeg, or online link ONLY.**
 - Please note that providing work samples in formats other than PDF, JPEG, or online link may result in your work sample being deleted from your application.
- **Please do not exceed the two work sample limit.** Examples:
 - One photo = one work sample; two photos in one PDF = three work samples.
 - One review = one work sample; two reviews edited and quoted on a PDF = two work samples.



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- One video = one work sample; a link that connects to a website with five videos = five work samples
- **About video work samples:** You are now no longer limited to one video work sample in the CA\$H Theatre application, but remember that both work samples *combined* should take about five minutes (or fewer) to review, and choose your video clips accordingly.
 - Video samples that show the work are strongly preferred over slick, edited trailers.
 - If your work sample does not begin at the start of the clip, please provide cueing instructions in the space below.
 - Ensure that your links work!
 - Double-check to make sure they open for other people.
 - Provide any necessary passwords in the question provided for that below.
- **The five minute review limit is a guideline, not a hard limit.**
 - You will not be penalized if it takes panelists longer than five minutes to review your samples, but panelists will be told that five minutes is the average time they should be spending reviewing this section.
- **Work sample ideas that have been successful in the past:**
 - A production photo from a previous show that shows the type of work you do
 - A two-minute video clip of a previous show that shows the type of work you do
 - A review or a feature from a local newspaper or theatre blog
 - A photo or PDF of a production design (such as a costume, a set, a puppet)
 - A 1-2 minute audio file of music written for the show

OPTIONAL SUPPORT #1:

I would like to:

- ☐ provide an online link
- ☐ upload a JPEG or PDF

Optional Support #1: Link

(Appears if you click “provide an online link”)



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Optional Support #1: JPEG or PDF

(Appears if you click “upload a JPEG or PDF”)

The question for Optional Support #2 is identical.

**Please provide context and, if applicable, cueing instructions for the above material.
(Word count limit: 250)**

SECTION FIVE: CERTIFICATIONS

The organization applying for funding in this application produces theatre in the following counties (check all that apply):

- ☐ Alameda
- ☐ Contra Costa
- ☐ Marin
- ☐ Monterey
- ☐ Napa
- ☐ San Francisco
- ☐ San Mateo
- ☐ Santa Clara
- ☐ Santa Cruz
- ☐ Solano
- ☐ Sonoma

Have you received a CA\$H Theatre Grant in the past three years?

- ☐ Yes
- ☐ No

When were you awarded a CA\$H Theatre grant? Check all that apply.

(Appears if you clicked “Yes” to the previous question)

- ☐ Spring 2026
- ☐ Fall 2025



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- ☐ Spring 2025
- ☐ Fall 2024
- ☐ Spring 2024
- ☐ Fall 2023
- ☐ Spring 2023

Your latest CA\$H Theatre grant was from which CA\$H Theatre program?

(Appears only if you clicked “Yes,” you have received a CA\$H Theatre grant in the past three years)

Choose from a drop-down menu:

CA\$H Creates

CA\$H Performs

CA\$H Sustains

Are all your past CA\$H Theatre grants closed?

(Appears if you clicked “Yes,” you have received a CA\$H Theatre grant in the past three years)

For a grant to be closed, all of the following must be met:

- The funded project (Creates and Performs) or season (Sustains) must be complete
- One year has passed
 - If you were awarded in Spring 2025, receiving notification in June 2025, you are eligible to apply in Spring 2026 as long as your 2025 grant is closed.
- The Impact Assessment Report has been filed.

- ☐ Yes
- ☐ No
- ☐ Uncertain



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I understand that all grantees are required to acknowledge the TBA CA\$H Theatre grant on their websites and in their programs for the duration of the granting period.

☐ Yes

I understand that, if awarded, this company is ineligible to apply for further CA\$H Theatre grant funding until Spring 2027.

☐ Yes

I understand that, if awarded, we will need to submit the signed CA\$H Theatre grant agreement and all peripheral paperwork within 15 days of notification of the award and receipt of paperwork.

☐ Yes

SECTION SIX: DEMOGRAPHIC SURVEY

Demographic information is not used by the panel to make decisions. It's only used internally and in the aggregate to ensure that we are reaching the full spectrum of Bay Area theatremakers with our programming.

It's important for Theatre Bay Area to gather this data to hold ourselves accountable to our goal of equitably serving the Bay Area theatre community. If you'd like to see the aggregated data after grantees are announced, just contact Melissa Hillman at Melissa@TheatreBayArea.org.

Does anyone currently in your top-tier leadership identify as BIPOC?

☐ Yes

☐ No

☐ Prefer not to answer



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Does anyone currently in your top-tier leadership identify as disabled?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

Does anyone currently in your top-tier leadership identify as gay, lesbian, bisexual, pansexual, asexual, or other marginalized sexual identity?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

Does anyone currently in your top-tier leadership identify as trans, non-binary, genderqueer, agender, or other marginalized gender identity?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

What is the highest level of education achieved by the person completing this application?

- ☐ Some high school
- ☐ High school diploma or GED
- ☐ Trade/technical/vocational training
- ☐ Some undergraduate education
- ☐ Undergraduate degree
- ☐ Some graduate education
- ☐ Masters Degree
- ☐ Doctorate
- ☐ Prefer not to answer



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SECTION SEVEN: REVIEW AND SUBMIT

Congratulations! You're almost done! Once you submit your application, you cannot edit it, so please be sure to review your application carefully before hitting "submit."

If you hit "submit" and you see a notice that says, "Thank you for applying for CA\$H Sustains!" then you have submitted successfully and we have received your application.

If you hit "submit" and you still see your application with some areas highlighted in red, then your application was not complete. Please check each question carefully before hitting "submit" again. If your application is rejected by our system for incompleteness, all uploaded files will be deleted, and you must upload them again.

You can take as long as you like to review your application; you will not time out as long as you are actively using the site.

When you're ready, hit the "submit" button below!

LINK TO THE APPLICATION

[CA\\$H Sustains Grant Application](#)