Project Development Grant Proposal Narrative

The first page of your grant application should be your Intent to Apply Form. If any information has changed since you originally submitted it, please revise it. Make sure the requested grant amount matches the request in your Project Budget in Section VIII.

Your grant proposal narrative should list every Roman numeral item and corresponding subject in the order below. Each page should include the name of the Lead Applicant Organization and pages should be numbered. Use 12 point type and 1 inch margins.

I. ORGANIZATION INFORMATION *(half page maximum)*

Background – The Lead Applicant will provide your organization's mission and brief history. Also provide a brief summary of your venues. If you are applying as part of a consortium, please provide the same information for the other organizations.

Programs – Please provide a brief description of your organization's overall current programs.

II. PROJECT NARRATIVE *(two pages maximum)*

Provide the following information, in this order, and begin each section with the **bolded words** indicated below.

Provide a **brief synopsis for the musical** of not more than 5 sentences.

Provide a more **detailed description of the project** addressing:

- Is the work based on an original idea or on source material?
- What is the theme and style?
- What aspects are of significant artistic interest?

What is the developmental **history of the project**?

- At what stage of development is the project now and what is your hope for its next step of development?

What is the planned **schedule of activities** for your project period, including the timeline?

- Will your planning focus on development through to full production?
- What are your desired goals at the end of the project period and do they include a reading or a showcase?

Who are the primary **creative artists**?

- How was the creative team identified?
- Discuss their artistic strengths and experience.
- What support are you giving them on-site, including access to rehearsal rooms, piano, Internet access, staff support, etc?

Does your organization have **previous experience** developing and producing new musicals?

- If so, briefly describe your prior work in the area. If not, describe your interest in new work.

Discuss any initiatives to find and build an **audience for the work,** or how an audience may be engaged in the developmental process.

III. JOINT STATEMENT BY CONSORTIUM MEMBERS *(one page maximum)*

If your project includes one or more collaborating organizations, please provide a statement outlining the partners' reasons for doing the project and their respective roles and responsibilities, and how grant funds would be distributed among them.

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IV. LETTER FROM WRITERS *(one page maximum)*

The composer, book writer and lyricist should submit a joint letter to convey their vision of the work and their goals for this project.

V. ARTISTIC DIRECTOR'S STATEMENT *(one page maximum)*

Submit a statement from the lead theatre's artistic director discussing why the project was selected and its relationship to the artistic vision of the organization. The statement should speak to the artistic director's prior experience in, or reasons for embarking on, new work development. If the project involves readings, workshops, or a full production, address the process of selecting the cast and other artists. Will the writers have a role in the selection of cast or other creatives? Which staff member from your theatre will be the primary point person for the writers?

VI. PRIMARY CREATIVE ARTISTS' BIOS *(two pages maximum for all artists' bios)*

Submit brief, current bios of the composer, book writer, lyricist and other primary creative artists as relevant to the project. Group several bios on one page.

VII. RIGHTS CLEARANCE

For projects based on copyrighted material, submit a statement documenting the clearance of rights. Full clearance for every stage of production must be obtained before submitting an application.

VIII. PROJECT BUDGET

Using the template provided as part of this Grant Application Package, create and submit an income and expense budget for the project. The budget may include funds from, and expenses of, one or more collaborating organizations. Total funds allocated toward the project by the theatre(s) should reflect at least a 2-1 match relative to the request. For example, if you are requesting a $5,000 Project Development grant, your project will have a project budget of at least $15,000 and will show the sources for the additional income, to supplement the $5,000 grant. The budget must include a stipend or fees for the writing team. The budget may include other artists' fees, artists' and collaborators' lodging, transportation and other direct costs of the project. The budget may also include an administrative overhead allocation of no more than 10% of the total Project budget's expenses.

IX. LEAD ORGANIZATION'S AUDITED FINANCIALS

Send only **one copy** of the most recent approved audit for the Lead Organization. In your grant proposal narrative, you may write any comments that might help the panelists understand your audited numbers.

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X. WORK SAMPLE INDEX

The Work Sample Index is a written document providing the following information for each work sample you are submitting for Section XI.

- First, give each individual sample a letter to identify it and assign letters in order of priority of how you want the panelists to review the work samples. (A, B, C, D, etc)
- For each individual sample, this written Work Sample Index document should include
  - the Name of the work
  - Primary creative artist(s) who wrote the work
  - Key performers, as relevant
  - Relationship of the work to the project for which support is requested
  - Special instructions for viewing or reading the sample including cueing information.

XI. WORK SAMPLE(S) *(send 8 copies)*

Note that although the entire work sample is considered part of the application and may be reviewed, it is likely that panelists will listen to no more than ten minutes. Choose no more than 4 musical selections.

- Choose selections that are directly relevant to the project you are submitting.
- Audio CDs only. No Data CDs or DVDs will be accepted.
- Cue musical samples at the beginning of the section to be reviewed.
- Book writers should submit or identify a scene to be read, or up to ten continuous pages from the project. It is recommended that you submit 10 pages of a book scene that includes a song (which should be on the audio CD) in order to highlight the integration of book-music-lyrics.
- Be sure to match each work sample track or section with the letter and information you provided on the Work Sample Index document (see X above). Each different CD, script, etc., should be considered one work sample. Each sample should be labeled with the corresponding assigned letter (A, B, C, D, etc), the name of the applicant organization, the proposed project, the sample work, and creative artist(s).
- Do not send full scripts as a work sample. They will not be read by the panel.

XII. 501(C)(3) LETTER *(one copy only)*

One copy of a Letter documenting determination of nonprofit, 501 (c) (3) tax-exempt status for each member of the consortium. All members of the consortium who are receiving grant monies must be not-for-profit organizations.

XIII. SUPPORTING MATERIALS *(one copy only)*

Send only one copy of a full script for this project and one copy of the most complete audio CD, for NAMT's files. You may also submit one copy of carefully selected sample programs, brochures or other promotional material, if it is directly relevant to the proposed project.

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CHECKLIST

Intent to Apply Form must be received by the National Alliance for Musical Theatre, either by fax (212.714.0469) or by mail, with a postmark no later than **December 4, 2009.**

Application Checklist
The following materials must be received by the National Alliance for Musical Theatre with a postmark dated no later than **January 8, 2010.**

Submit 8 collated packets of the following materials in the following order; they should be hole-punched and bound with binder clips only. Do not staple the pages together.

- ☐ Intent to Apply Form – include the Intent to Apply form that you submitted by December 4th, and include any necessary revisions
- ☐ Proposal Narrative which includes:
  - I. Organization Information
  - II. Project Narrative
  - III. Joint statement by consortium members, if applicable
  - IV. Letter from the writers
  - V. Artistic Director Statement
  - VI. Primary Creative Artist bios
  - VII. Rights Clearance, only if your project is based on copyrighted material
  - VIII. Project Budget (Using template provided)
  - IX. Lead organization's comments on submitted Audit.
  - X. Work Sample Index
- ☐ 8 Copies of Work Samples described in XI.

Submit only one copy of the following materials:

- ☐ Lead Organization's most recent Approved Audit, as described in IX.
- ☐ Letter(s) documenting determination of nonprofit, 501(c) (3) tax-exempt status, as described in XII.
- ☐ Supporting Materials, as described in XIII.

Please send all materials to:

National Fund for New Musicals
c/o National Alliance for Musical Theatre
520 Eighth Avenue, Suite 301
New York, NY 10018