

# THEATRE ENGAGING COMMUNITIES

# Application Form

## PART A: GENERAL INFORMATION

### On the Project Lead

First name	Last name	Home province	
Address	City	Province	Postal Code
Phone Number	Email		
<input type="checkbox"/> Alumni <input type="checkbox"/> Student	Graduation year	Year of study (if applicable)	Program

### On the Project

Project Title		
Type of grant requested (one choice only, see guidelines for description)		
<input type="checkbox"/> Tier 1: High Community Impact (Maximum funding of \$5,000)		
<input type="checkbox"/> Tier 2: Low Community Impact (Maximum funding of \$2,500)		
Total budget	Amount requested from TEC	
Type of project (production, tour, workshop, laboratory, other – specify)		
Community Targeted	Location(s)	Province(s)
Start Date	End Date	

### Previous TEC Project(s)

Previous TEC funding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please indicate when and provide Previous Project Title(s)
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**PART B: DETAILED PROJECT DESCRIPTION**

**PART C: TIMELINE**

**PART D: BUDGET SUMMARY**

Please complete Appendices A and B, the amounts will be automatically reproduced here.

EXPENSES	Initial budget	Revised budget	Final budget
A) Fees (Subtotal)			
B) Copyright and related costs (Subtotal)			
C) Production expenses and other costs (Subtotal)			
D) Promotion costs (Subtotal)			
E) Other expenses (Subtotal)			
<b>Total</b> (sum of all subtotals)			
<b>Contingency</b> (margin for unexpected costs): 5% of the total			
<b>GRAND TOTAL OF EXPENSES</b> (Total + Contingency)			

REVENUES	Initial budget	Revised budget	Final budget
A) Revenues generated by the project (Subtotal)			
B) Others revenues (Subtotal)			
C) Grants (Subtotal)			
<b>TOTAL OF REVENUES</b>			

**PART E: TEAM MEMBERS AND SIGNATURE**

Please list all the team members involved in the project and their roles.

_____	_____	_____
Name	Role in the team	Home province
_____	_____	_____
Name	Role in the team	Home province
_____	_____	_____
Name	Role in the team	Home province
_____	_____	_____
Name	Role in the team	Home province
_____	_____	_____
Name	Role in the team	Home province

**SIGNATURE**

By signing this document, the Project Lead confirms that the project participants listed above have formally accepted to take part in the project and that they have approved the content of this TEC grant application.

_____	_____	_____
Name	Date	Signature



**Appendix A: DETAILED BUDGET – EXPENSES (cont'd)**

Please check that the calculations are correct and that total expenses equal total revenues

EXPENSES	Initial budget	Revised budget	Final budget	Clarification
<b>C) Production expenses and other costs</b> (Set, Costumes/accessories/props, Lighting and visual effects, Sound, Rental of rehearsal room, Rental of production venue, Transportation, Other costs)				
Subtotal				

<b>D) Promotion costs</b> (Advertising, Other promotional tools (posters, etc.), Other costs (supplies, mailing, printing, etc.), Other costs)				
Subtotal				

<b>E) Other expenses (specify):</b>				
Subtotal				

**Appendix B: DETAILED BUDGET – REVENUES**

Please check that the calculations are correct and that total expenses equal total revenues

REVENUES	Initial budget	Revised budget	Final budget	Clarification
<b>A) Revenues generated by the project (Tickets sales, Other ...)</b>				
Subtotal				

<b>B) Others revenues (Fundraising (foundations, corporations, individuals), Gifts-in-kind or gifts of services, Sponsorships, Other ...)</b>				
Subtotal				

<b>C) Grants (TEC and other grants...)</b>				
Subtotal				