

CITY OF NASHUA

ARTS COMMISSION GRANT APPLICATION

The City of Nashua grant programs vary in terms of their application requirements and interests. Please consult our website (www.nashuanh.gov) for individual grant program criteria and guidelines about how to apply to each program.

The Nashua Arts Commission has established this grant program to recognize the contributions made by local non-profit organizations, which have demonstrated a continued commitment to enriching the lives of area residents through Visual Arts and the Performing Arts. Grants awarded normally range between \$500 to \$5,000. However, the review committee will consider requests falling outside that range for projects of extraordinary scope and impact.

Applicants must have demonstrated a commitment to community, education, and quality of life through a consistent expenditure of their own funds to provide programs which benefit the Nashua community at large. This grant is designed to offset some of the organization's costs of providing programs at little or no cost to the citizens of Nashua.

Agencies that receive CDBG funding, Review & Comment Funding or other 505 monies related to Human Service Funding are NOT eligible.

If you have questions about the application or review process, please call City Hall at (603) 589-3260.

DIRECTIONS

- Submission deadline is **Friday, [April 10, 2015 by 5:00 p.m.](#)**
- Do not send materials other than those requested, and do not send any materials under separate cover.
- Send only one copy and do not staple or bind your application.
- This application can be completed in two ways: 1) open it in Microsoft Word and click on the shaded areas to **type** in your answers (preferred); or 2) you can type your answers on a separate sheet of paper. Please use a font size of at least 11 point.
- You may submit an electronic copy of the application, along with attachments of additional requested documentation, to grantapp@nashuanh.gov.

Or

- Mail this application to:

**City Hall
Mayor's Office
Attn: Nashua Arts Commission Grants
229 Main Street
Nashua NH 03060**

CHECKLIST

Please use this checklist to ensure that your application contains all required information and attachments.

Incomplete proposals will not be reviewed.

- Completed application form (including required signatures)
- 501(c)(3) letter from IRS
- List of the organization's governing board, advisory board, and all employees
- A single copy of your organization's operating budget for the current fiscal year

CITY OF NASHUA ARTS COMMISSION GRANT APPLICATION

PART I: APPLICANT INFORMATION

LEGAL NAME OF ORGANIZATION: Nashua Theatre Guild

ADDRESS:
PO Box 137

CITY/ STATE /ZIP:
Nashua NH 03061

TELEPHONE:
603-883-32189

WEBSITE:
www.nashuatheatreguild.org

YEAR ORGANIZATION STARTED:
1961

FEDERAL TAX I.D. # (EIN):

EXECUTIVE DIRECTOR: David Atkinson

PRIMARY CONTACT FOR PROPOSAL: Val Verge

TELEPHONE: 603-533-8999

E-MAIL: v.verge@comcast.net

**AMOUNT REQUESTED FROM
ARTS COMMISSION:** \$5000

TOTAL PROJECT BUDGET: \$1000 Website, \$4000
Lights/Sound – Total \$5000

PLEASE PROVIDE A BRIEF (2 or 3 sentences) OVERVIEW OF THE PROJECT/SERVICE FOR WHICH FUNDING IS BEING REQUESTED:

Web Site Continued Reconstruction

NTG's website was hacked last year, and rendered useless. We were unable to rescue it, and were forced to start over. Having obtained a new site, we started building our website from scratch.

Fall Mainstage Show

Purchase Light Fixtures/accessories (gobos, gels, associated hardware and Headsets to use during the running of shows.

CITY OF NASHUA

ARTS COMMISSION GRANT APPLICATION

PART II: ORGANIZATIONAL OVERVIEW

This narrative section should contain a description of your organization's mission, services and/or programs, community issues addressed, past results and future objectives.

Please note: This Grant is dedicated to those Civic/Community and Performing Arts Groups that consistently provide programs for Nashua's citizens at no cost to those citizens. It is designed to recognize the contribution to the community by these organizations and is intended to be the City's donation to the continuation of these programs.

Please use layman's terms in this narrative, and avoid any jargon.

Directions: *You may complete this form in Microsoft Word using the form fields or please number and write your answers on a separate page.* We seek concise answers to these questions, so please limit your answer to 500 WORDS (with a font size no smaller than 11 point.)

ORGANIZATIONAL HISTORY In this brief history you should include:

- its mission
- services and/or programs
- community issues addressed

past results

On June 21, 1961, fifty people met in the barn of the Chandler Memorial Library in downtown Nashua with a mission to offer the community affordable, high quality theater while enriching the talents and abilities of its members. Nashua Theatre Guild is now a 501(c)(3) nonprofit and is proud to be one of the oldest theatre groups in New Hampshire.

Today, NTG continues to entertain audiences with comedies, dramas, and cutting edge theatre. We perform all our main stage shows at Court Street Theater in downtown Nashua but also take our acting beyond the stage. During the summer, you can watch us perform Shakespeare in Greeley Park as part of the SummerFun series. During the downtown Holiday Stroll, you can catch a festive holiday performance for the whole family to enjoy.

NTG is not just community theater, but theater for the community. We volunteer time with other organizations such as Bridges and Nashua Children's Home to encourage arts awareness. We also work closely with local high school students and take part in a Literacy Night at Elementary Schools. NTG reaches out to the community so people can enjoy life through theater.

Our organization is funded through membership; ticket, concession and raffle sales; grants from the Ella Anderson Trust and the Nashua Parks & Recreation Department; and personal donations.

CITY OF NASHUA

ARTS COMMISSION GRANT APPLICATION

PART III: PROGRAM DESCRIPTION

This form is required as part of your application.

In 2015, the Nashua Arts Commission published its Arts & Cultural Plan for the City; applicants are encouraged to review the Arts & Cultural Plan when preparing their grant requests. In your answers to the narrative questions below, please be sure to identify ways that your proposed project speaks to the Commission's top priority areas. Specifically, how does your project:

1. Raise the profile of Nashua so it is seen as a major arts destination.
2. Increase arts education opportunities for both children and adults.
3. Enhance the quality of life in greater Nashua in ways that have a measurable impact.
4. Work toward new levels of capacity and sustainability for your organization.
5. Develop stronger marketing/branding profiles for your organization and/or the larger arts community.

Format: You may complete this form in Microsoft Word using the form fields or number and write your answers on a separate page with a font size no smaller than 11 point.

This application represents (please check one only):

- A request for continued funding, operations or program support
- A first time request in support of an existing program
- X A first time request in support of a new project

1. WHAT IS THE OVERALL GOAL OF THIS PROJECT?

NTG needs to keep and grow its' web based presence. Many people now search the web to look for entertainment. Our strong link to Nashua provides entertainment in all seasons, and reasons for people to come into Nashua, enjoy a show, shop in the stores, eat at the restaurants, and generally become more familiar with the many options Nashua offers, while boosting the local economy.

The 2nd project would be to fund some lighting and sound equipment that we could build on to enhance the quality of the shows NTG presents to the public at the Janice B. Streeter Theater in Nashua.

2. HOW HAS YOUR ORGANIZATION FUNDED THIS PROJECT OVER THE PAST YEARS?

WE have paid for our website in the past through general donations and revenue. Due to the hacking of the site, we are forced to start over and need to pay people to develop and maintain the site. This will be an on-going expense that we expect to lessen over time once the site has been built and is stable.

The lighting accessories and headsets will be used at the theater to assist the crew to safely run the shows, communicating between crew members without having them run around the theater (literally) to exchange information, and to make them look better for our audiences with better lighting

3. PLEASE ATTACH A DETAILED BUDGET, SHOWING EXPENSES AND REVENUE (INDICATING WHETHER PENDING OR SECURED) FOR THE PROJECT FOR WHICH YOU ARE REQUESTING FUNDS.

Nashua Theatre Guild 2015 Annual Budget

General Expenses

Expense

CITY OF NASHUA

ARTS COMMISSION GRANT APPLICATION

	<u>\$</u>
PO Box	130
Insurance	939
Website	1000
AACT/NHCTA Memberships	75
Misc - Stamps, Envelopes, etc.	50
	2064

<u>2 Mainstage shows</u>	<u>Expense</u>		<u>Income</u>
	<u>\$</u>		<u>e</u>
Rent of Janice B. Street Theatre	3000	Memberships	800
Set Materials	600	Ticket Sales	3900
		Barnes and Noble	
Costumes	550	Fundraiser	150
Lights	400	Ad Sales	250
Props	350	Donations	200
Programs/Posters/Postcards	350	<u>Total Income</u>	<u>5300</u>
Sound Equipment	3600		
Refreshments	100		
Royalties	900		
Tickets	80		
	9930		

	<u>Expense</u>
<u>Shakespeare in the Park</u>	<u>\$</u>
Costumes	200
Set	300
	500

<u>Total Estimated Expenses</u>	<u>4</u>	<u>Total Income</u>	<u>5300</u>	<u>Variance</u>	
				<u>e</u>	<u>7194</u>

Grants (anticipated) 5000

Ella Anderson, Rotary West, Nashua Arts Commission

CITY OF NASHUA

ARTS COMMISSION GRANT APPLICATION

5. DESCRIBE UP TO 3 MEASURABLE OUTCOMES OR RESULTS OF THIS PROJECT THAT WILL HELP ACHIEVE THIS GOAL.

1. Identify specific needs of which color gels, which gobos, and which hardware is needed most by meeting with our lighting person Identify specific sound equipment needed, define the appropriate number and type of headsets/power packs needed. 2. Review decisions with lighting and sound experts to ensure correct equipment is being purchased. 3. Continue to meet with the person working on the website and provide direction for the website content.

6. WHAT SPECIFIC ACTIVITIES WILL YOU DO AS PART OF THIS PROJECT TO PRODUCE THOSE RESULTS? (PLEASE LIST NO MORE THAN 5)

1. Meeting with Webmaster/designer, provide continued direction for building the website, and provide content where necessary.
2. Meeting with lighting and sound experts to identify specific needs for the seasons' shows.
3. Spec out equipment, and ensure (with technical help) that the equipment will work properly at the theater.
4. Price out several options
5. Purchase equipment if/when funds are available

7. TIMING:

a. **WHEN DO YOU EXPECT TO BEGIN YOUR PROJECT (MONTH, YEAR)?**

Jan 2015 – Website started
2015 – Sound/Lighting

b. **WHEN DO YOU EXPECT TO COMPLETE YOUR PROJECT (MONTH, YEAR) OR IS IT ONGOING?**

Website – Ongoing – Established
substantially December 2015
Sound/Lighting 2016-2017

8. WHO WILL BE SERVED BY OR PARTICIPATE IN THIS PROGRAM? IS IT FREE TO PARTICIPANTS? HOW MANY PARTICIPANTS DO YOU EXPECT?

The Website serves all who read it, and will benefit Nashua by showcasing activities offered I Nashua, including our annual Shakespeare In The Park, and Literacy Night with the Amherst Street School.

9. EXPLAIN HOW YOU EVALUATE THE FISCAL EFFICIENCY OF YOUR ORGANIZATION'S PROGRAMS.

Nashua Theatre Guild is frugal, and we watch our expenses carefully. Adjustments are made to budgets as necessary. In addition, our board looks for additional revenue sources such as increased advertising, private donations, and applying for more grants.

10. IF APPROVED, HOW AND WHERE DO YOU PLAN TO USE THE NASHUA ARTS COMMISSION'S LOGO?

The Nashua Arts Commission LOGO would be used in our programs, and on the website.

CITY OF NASHUA

ARTS COMMISSION GRANT APPLICATION

AGREEMENT TO GRANT TERMS

By signing this application form, the applicant and the fiscal sponsor (if applicable) hereby indicate(s) agreement with the following terms and conditions:

- 1) The information contained in this application and in any attachments is true and correct to the best of your knowledge.
- 2) Your organization is a nonprofit, 501(c)(3) federal tax-exempt organization, public school, public agency working for the State of New Hampshire, or an Indian tribal government (or its political subdivision) recognized by the Department of the Interior **or** has a written agreement with a fiscal sponsor that is a 501(c)(3) organization, public school, or public agency.
- 3) Any funds received as a result of this application will be used only for the purpose specified in the award letter. No part of any grant will be used for a political campaign or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study, and research. No portion of the award will be granted to any secondary grantee without the express permission of the City of Nashua.
- 4) Any funds received as a result of this application will be returned if the grant recipient loses its exemption from federal income taxation as provided for under section 501(c)(3) of the Internal Revenue Code.
- 5) Any funds received as a result of this application will be expended within 12 months of the payment date. At the end of this period, any unexpended grant funds will be returned to the City of Nashua, or a written request for an extension of time will be submitted to the City for approval. **An evaluation report will be submitted upon completion of your program or by the due date specified in the grant award letter.**

SIGNATURE OF PRESIDENT, CHIEF ADMINISTRATIVE OFFICER, OR TREASURER <i>Dave Atkinson</i>	5/9/15 DATE
PRINT NAME Dave Atkinson	President TITLE

FISCAL SPONSOR

If you applied using a fiscal sponsor, please have an authorized officer of the sponsoring organization sign below

SIGNATURE OF OFFICER OR FISCAL SPONSOR ORGANIZATION (IF APPLICABLE)	DATE
PRINT NAME	TITLE

CITY OF NASHUA NON-DISCRIMINATION POLICY

The City of Nashua seeks to promote respect for all people. In its community-building and capacity-building grant making (or successor grant programs supported by those funds), the city will support organizations that do not intend to deny services, employment, or volunteer involvement on the basis of race, age, ancestry or national origin, sexual orientation, gender, physical or mental disability, or religion. It is not the intent of this policy to deny support for programs that serve specifically defined populations. By signing this form, the applicant organization confirms that it is in compliance with this policy.

SIGNATURE OF PRESIDENT, CHIEF ADMINISTRATIVE OFFICER, OR TREASURER <i>Dave Atkinson</i>	5/9/15 DATE
PRINT NAMEDave Atkinson	President TITLE