

DOWNEY CIVIC THEATRE FACILITY USAGE GRANT INFORMATION SHEET

A. Overview:

The Downey Civic Theater Financial Assistance Policy provides the process whereby eligible Downey-based non-profit organizations may apply for financial assistance in the form of a one-time Theater rental credit through an established selection process.

B. Conditions to Award:

The following conditions apply to an award of Theater rental credit:

- (1) The financial assistance applies to rental fees only, with the exception of the Rose Float Association and Downey Symphony, and does not apply to any other hard costs including, but not limited to labor (including overtime), applicable rental Theater deposit (and other required deposits), box office fees, or for other costs associated with producing the event (i.e., artist fees, equipment rental, marketing).
- (2) The rental credit does not imply waiver of any other Theatre rental policies, or other applicable fees or insurance requirements beyond the eligible rental credit awarded.
- (3) No rental credit can be carried over from one year to another.
- (4) Applications will be accepted year round, however, review of the applications will be done quarterly and theatre rental credits awarded based on availability of funds.

C. Submittal Deadlines:

On-going

D. Application Process:

A completed application, including all supplemental documentation, shall be submitted to the Theatre Manager, 8345 Firestone Blvd., Downey or to the Director of Parks & Recreation in the Parks & Recreation Department, 7850 Quill Drive, Downey. *Incomplete applications shall be denied funding.*

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E. Criteria and Submittal Requirements:

An organization applying for financial assistance must meet the following criteria:

- 1) The completeness of the application
- 2) The Downey based organization applying must be an existing non-profit corporation in good standing with the California Secretary of State and provide documents from the Secretary of State of such status
- 3) The organization exhibits a sound fiscal program through appropriate financial records and documentation
- 4) The organization demonstrates a history of community fundraising activities and is not entirely dependent on City financial assistance for programs
- 5) Merit of the organization in promoting the arts in Downey; the organization's purpose and history is founded in promoting the performing or visual arts through community events and or performing or visual art oriented offerings.

All applications must be accompanied by the following information:

- 1) The Application Form;
- 2) Documents from the Secretary of State establishing the organization's nonprofit corporate status
- 3) A copy of the organization's Mission Statement
- 4) A list of the organization's current Board of Directors and Officers
- 5) A copy of the organization's current certificate of Liability insurance, including the type and amounts of coverage
- 6) A copy of the organization's previous year-end financial statement, the most recent financial statement, and current year's operating budget
- 7) Provide a list of current (within the last 12 months) grants, cash donations, and other financial aid awarded to the organization, including amounts of the grant, donation or financial aid

F. Selection:

The Downey Civic Theatre Sub-committee shall receive applications year round and review them on a quarterly basis beginning prior to each fiscal year, based on the advertised date, to determine which organizations will be awarded financial assistance. These awards will be based on the selection criteria and availability of funds. Submittal of an application does not constitute an award of funding.

**DOWNEY CIVIC THEATRE
FACILITY USAGE GRANT
APPLICATION FORM**

Submittal Date: _____

Non-Profit Organization: _____

Main Contact Person: _____ Phone: (____) _____

Fax: (____) _____ E-mail: _____

Mailing Address: _____, Downey Zip: _____

Alternative Contact Person: _____ Phone: (____) _____

Fax: (____) _____ E-Mail: _____

Mailing Address: _____, Downey Zip: _____

Title of Proposed event: _____

Date of proposed event (even if tentative): _____

If you receive financial aid, do you agree to give recognition for this support to the City of Downey in all of your promotional materials (i.e. flyers, programs, ads, posters, etc.)?

-Note: Agreement of recognition for the City of Downey is not a determining factor in awarding financial assistance.

Circle : Yes or No

Attach a brief description of the event(s), and what you hope to achieve with it, including who is your target audience and marketing plan. Please explain how the funds you are requesting will be used. Include any additional comments or information you think might be useful to us in making our decision.

Signature of Executive Director: _____ Date: _____

Signature of Non-Profit Board President: _____ Date: _____

**Facility Usage Grant Application Form
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Required documents to be turned in with application form*:

- Document(s) from the Secretary of State establishing the organization's non-profit corporate status
- Copy of the organizations Mission Statement
- Listing of the organization's current Board of Directors and Officers
- Copy of the organization's current certificate of liability insurance, including the type and amounts of coverage
- Copy of the organization's previous year-end financial statement, the most recent financial statement, and current year's operating budget
- Listing of current (within the last 12 months) grants, cash donations, and other financial aid awarded to the organization, including amounts of the grant, donation or financial aid.

****Application will be considered incomplete, and thus disqualified from review for financial assistance awarding, without attachment of all required documents provided at time of Facility Usage Grant Application Form submittal.***