

MILLER THEATRE ADVISORY BOARD, INC.

P. O. Box 66267
Houston, Texas 77266-6267
(281) 823-9103 Fax (713) 942-0863

INSTRUCTIONS FOR 2011 SEASON FUNDING APPLICATION

Sponsored in part by the City of Houston & the Miller Theatre Advisory Board, Inc.

SUBMITTING THE APPLICATION

Applications must be postmarked no later than **Friday, July 30, 2010**. **LATE APPLICATIONS WILL NOT BE ACCEPTED**. All attachments are due on **July 30** with the grant application. Label all attachments at the top of each page and put them on 8 ½ " X 11" paper.

Submit your application and attachments to:
MILLER THEATRE ADVISORY BOARD, INC.
FUNDING APPLICATION
P. O. BOX 66267
HOUSTON, TEXAS 77266-6267

HELP WITH THE APPLICATION

Prior to completing this application form, Applicant is advised to consult with the Miller Outdoor Theatre Facility Manager for an estimate of costs that will be incurred at MOT and for technical theatre information. Please contact the Facility Manager Shawn Hauptmann at (281) 619-8141.

For questions regarding the grant process, required documentation, insurance, or payment procedures, please contact MTAB Director of Finance and Operations Reg Burns at (281) 619-8118.

For questions concerning available dates or artistic criteria, contact Managing Director Cissy Segall Davis at (281)619-8132.

Should you need information or assistance from Shawn Hauptmann, Reg Burns or Cissy Segall Davis, **please schedule an appointment NO LATER THAN July 23**. After that date, we are no longer able to offer this assistance.

COMPLETION OF "PROJECTED INCOME & PROGRAM EXPENSES" WORKSHEETS

Please fill out to the best of your knowledge and pay close attention to the different columns.

In-kind is defined as the value of goods and services directly donated to a program for which no dollars are exchanged. In-kind donations are reported as revenues, and correspondingly as expenses, when a donor provides documentation reflecting the value of the gift. The value is equal to the price the donor normally charges when the goods and services are sold to regular customers.

Please note that only activities related to the performance on the Miller Outdoor Theatre main stage should be included as program expenses.

Admission may not be charged at Miller Outdoor Theatre.

APPLICATION REQUIREMENTS

- Use this application form or a photocopy of this form. Applications must be typed.
- After completing the application forms, please print all forms on 8 ½" by 11" paper. Do not change page formats.
- Do not use a font smaller than 10 point.
- Do not put your application in a binder.
- Please answer all questions and include all attachments.
- **No applications will be accepted from any prior Grantee who has outstanding reports or payments due to MTAB.**

FUNDING APPLICATION GUIDELINES FOR MILLER OUTDOOR THEATRE'S 2011 SEASON

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INTRODUCTION

The Miller Theatre Advisory Board, Inc. (MTAB) is charged by City Ordinance with the responsibility for allocating Hotel Occupancy Tax revenues and other funds to performing arts organizations in order to conduct an annual season of free performances at Miller Outdoor Theatre. Applicants who wish to be considered to perform at Miller Outdoor Theatre must apply with the application form provided on the Miller Outdoor Theatre website. Applicants selected to perform during the season enter into an agreement (License & Grant Agreements) with MTAB that governs the appropriate use of grant funds and is described more fully in these funding application materials.

MILLER THEATRE ADVISORY BOARD (MTAB) CORE VALUES FOR PROGRAMS AND SUPPORTING POLICIES AT MILLER OUTDOOR THEATRE (MOT)

- (1) **QUALITY** is our foremost consideration in selecting performances for the Miller stage. Performances shall be of professional caliber. While MTAB appreciates the crucial role that civic and emerging arts organizations play in the city's cultural fabric, MTAB's commitment is to present the finest, most professional performances available.
- (2) **We are committed to serving the many DIVERSE communities of Houston.** Programs with cross-over, multi-cultural and multi-generational appeal are particularly encouraged.
- (3) **We support performances with BROAD, POPULAR APPEAL.** The vastness of the Miller stage and audience area demands that MTAB select performances which will attract a sizeable audience, and support cultural tourism. MTAB appreciates the fact that many performances, while of a generally accepted "excellent" artistic quality, are nonetheless of a limited audience appeal. MTAB believes such performances should be presented in more suitable, intimate spaces

rather than at a venue as large as MOT. Conversely, performances with an anticipated attendance of more than 6,000 per night would be more suitable for a venue larger than MOT. Performances at MOT shall be “family friendly” in content.

- (4) **We expect a high level of ACCOUNTABILITY.** MTAB funds selected performances on the Miller stage, produced/presented by non-profit organizations that follow sound business practices, regardless of their budget size. MTAB expects Grantees to follow the rules and regulations of the grant process and of the theatre facility. Grantees not in compliance may face reduction and/or elimination of future funding.
- (5) **We fund programs that are COST-EFFECTIVE in audience reach.** Although quality is the number one consideration for performances at Miller, MTAB also pays close attention to the program’s cost for audience reached by measuring “per capita” yield for MTAB funds. With considerations for weather allowed, a Grantee whose event’s per capita funding exceeds average per caps for similar events may find future funding reduced or eliminated. Also, while MTAB does provide marketing support in the form of the season calendar, the web site, and regular notices to the media, the Grantee is responsible for primary marketing of the event.

APPLICATION AND SELECTION PROCESS

The following General Eligibility Requirements pertain to all applicant organizations:

- Applicants must have been in operation for at least one full year as a tax-exempt, charitable organization under Section 501(c) (3) of the Internal Revenue Code. Applicant must be able to produce financial statements showing activity for the most recently completed fiscal year, and a recent 990 filing with the IRS before the grant application deadline.
- Able to meet City of Houston insurance requirements (*See “Insurance Requirements”*);
- Governed by a Board of Directors that meets regularly;
- Provides programs open to the general public;
- Admission may not be charged at Miller Outdoor Theatre.
- Miller Outdoor Theatre was built for a capacity of 6,000 patrons (1705 in seats, remainder on hill). Approximately 40 buses can be unloaded and parked for performances in the Children’s Season. Performances that may reasonably be expected to exceed these capacities may not be considered for funding.

PROGRAMS THAT MAY BE CONSIDERED FOR FUNDING

MTAB accepts applications for the following types of programs at Miller Outdoor Theatre:

THEATRE – projects or organizations which present or produce theatre or musical theatre.

MUSIC – projects or organizations that produce or present classical music, new music, contemporary music, chamber music, early music, jazz music, non-classical music, blues, gospel, and popular music including orchestras, opera companies, vocal ensembles, concert bands, etc.

DANCE – projects or organizations which support dance performances including ballet, modern and avant-garde, ballet folklorico, folk, ethnic, and jazz dance styles, historical dance companies, and collectives of individual choreographers.

FOLK ART – projects and organizations that present traditional performing arts, enhance public understanding of these traditions to help to sustain the vitality of the performing arts heritage.

MULTIDISCIPLINARY – projects and organizations that fuse or transcend distinct performing art disciplines and present a balance of events in two or more performing art forms.

FESTIVALS – MTAB is not accepting applications for any new festivals. Only festivals funded for 2010 may re-apply. Festival funding by MTAB only pertains to the performances on the Miller Outdoor Theatre main stage. No festival activities may begin prior to 6:00 pm.

WHAT WILL NOT BE FUNDED

MTAB does not fund the following:

- Organizational overhead not directly in support of the event to be performed on the MOT stage. Related administrative costs should not exceed 25% of the total application budget;
- Pre-production costs of a show that will have a life beyond the MOT stage. For such shows, MTAB will fund only an appropriately pro-rated share of pre-production expenses.
- Festival activities that do not take place on the MOT main stage.
- Photography and / or video of your MOT performance. Only expenses related to the pre-performance marketing of your event are eligible.
- Programs whose primary purpose is religious or political.

Exception: religious organizations or groups closely affiliated with religious organizations may receive funding if the following conditions are met:

- The primary effect of the performance does not advance or inhibit religion; and
- The performance is open to the general public.

REVIEW PROCESS

- Applications will be reviewed by the MTAB Managing Director and the Program Committee of the Board.
- Applicants may be called in for a personal interview with the Managing Director and members of the Program Committee.
- MTAB board members will not participate in the review of applicants with which they have a conflict of interest.
- Applications are scored utilizing the weighted system developed by the Houston Arts Alliance – Artistic Merit – 40%; Audience Development/Community Outreach – 20%; Cultural Tourism Impact – 20%; Administrative Ability – 20% (funding criteria details are available at www.milleroutdoortheatre.com).

- Decisions and Allocations of MTAB are final. Grantees will receive a Letter of Intent for funding prior to issuance of formal contract. MTAB reserves the right to alter or rescind funding prior to issuance of formal contract.

GRANT PERIOD

The period of support for the grant is the 2011 calendar year. Funded programs must occur in the 2011 calendar year. Miller Outdoor Theatre season usually operates mid-March through early-November.

GRANT AWARD/MATCHING FUNDS

Grant awards will not exceed fifty percent of production expenses. Grantees must provide funds or in-kind contributions that equal or exceed the MTAB Grant amount. **Cash from other sources must account for at least 50% of the match.**

FINANCIAL DOCUMENTATION

Financial documentation, including most recent 990 filing with the IRS, is required with the grant application. *(Texas Accountants and Lawyers for the Arts (TALA) offers free accounting services to nonprofit arts groups and holds workshops on financial record keeping. Please call TALA at (713) 526-4876 if your organization needs assistance with its financial statements.)*

APPLICATION DEADLINE

Applications must be postmarked or hand-delivered to the MTAB office by Friday, July 30 at 5:30 pm.
Late applications will not be accepted.

SCHEDULE*

Although all 2011 funding applications will be due on the same date, grants will be awarded in two Phases. Phase I will be for all applicants who are applying for performance dates prior to July 31, 2011 and (in the case of repeat applicants) whose 2010 performances occur prior to July 31, 2010. The balance of applicants will be considered Phase II.

- Thursday July 1, 4:00 pm – Application orientation session – Houston Garden Center, Azalea Room
- Friday, July 30, 5:30 pm – Funding application deadline
- September 13-14 – Phase I Applicant interviews as determined by MTAB
- Early November – Phase I funding announced (Phase I consists of events scheduled for mid-March through July)
- November 9-10 – Phase II applicant interviews as determined by MTAB
- Mid December – Phase II funding announced (Phase II events scheduled for August through mid-November).

*Dates subject to change

MANAGING AN MTAB GRANT

MILLER OUTDOOR THEATRE LICENSE AGREEMENT WITH PERFORMING ARTS ORGANIZATION

Upon the awarding of an MTAB grant, Grantee will receive a Letter of Intent to accept the Grant and produce the event as described in the application, or designate any modifications that must be made to the

event in case of a less-than-requested grant. Modifications must be acceptable to MTAB. When returning a signed Letter of Intent, Grantee **must** also submit a revised Program Expense Budget, reflecting the amount of MTAB funds received as well as other funding sources and expenses. **No changes (title, program, start time, etc.) may be made without prior consent of MTAB.**

License & Grant Agreements will then be issued, describing the payment procedures, record keeping and reporting procedures, Miller Outdoor Theatre requirements and other important information. Please read the agreement carefully.

CREDIT & ACKNOWLEDGMENT

Announcements, advertisements and all other promotional materials for the Program shall include the phrase:

“Sponsored in part by the City of Houston through the Miller Theatre Advisory Board”

All printed materials shall include the Theatre logo, with placement and treatment subject to approval by MTAB. The Grantee shall use reasonable efforts to promote the Theatre’s web site (www.MillerOutdoorTheatre.com) and encourage the use of public transportation to the Theatre (www.RideMetro.org). The Grantee shall deliver copies of all printed materials to MTAB.

Failure to meet this requirement may jeopardize future funding.

ASSURANCES

Upon signing the License & Grant Agreements, the Grantee promises to comply with existing local, state and federal laws that prohibit discrimination based on race, color, national origin, sex, sexual preference or disability. Grantees must also be in compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Grantee must comply with all City and Miller Outdoor Theatre Rules and Regulations. Some pertinent City information is attached.

PAYMENT PROCEDURES

Grantees may request in writing for a portion of the grant to be paid in advance, not to exceed 50 percent of the monies allocated, and not to be paid earlier than forty-five (45) days before the first date of the Program’s presentation. Insurance must conform to City requirements before any funds will be paid to Producer.

Within 30 days of completion of the program at Miller Outdoor Theatre, Grantee will receive a Grant Expense Summary reflecting the deduction of expenses incurred at Miller Outdoor Theatre for the production. These expenses may include advances, stagehands, theatre rental, security, traffic management, ushers and ticket printing (if applicable).

Grantee is required to submit one copy of the Final Expense Report within sixty (60) days of issuance of the Grant Expense Summary including copies of invoices, checks and supporting documentation of cash and in-kind contributions. If Grantee owes funds to MTAB, payment is due within sixty (60) days of submission of the Final Production Expense Report. **Revenue or Expenses that vary by more than \$1,000 and 10% from original budget must be explained in an accompanying document.**

Grantees submitting Final Expense Reports later than sixty (60) days from the issuance of the Grant Expense Summary will be subject to a 10% reduction of the total grant amount for each additional thirty (30) days that passes from the date of the issuance of the Grant Expense Summary until the Final Expense Report is received by MTAB. Grantee may file for a one-time, 30-day extension due to extenuating circumstances if requested within 60 days of issuance of Grant Expense Summary.

Please note: Grantees who do not file Final Expense Reports will NOT be considered for future funding as long as the report is outstanding.

Timely payments of advances and finals due to Grantees are dependent upon MTAB's receipt of Hotel Occupancy Tax Funds. Delays can occur.

INSURANCE REQUIREMENTS

Grantee shall, at its sole cost and expense, procure and maintain throughout the duration of the License Period, the following insurance:

- (I) Commercial General Liability Insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the Theatre, such insurance to afford immediate protection to the limits of not less than \$600,000 per occurrence and \$1,000,000 aggregate and such insurance shall include (a) advertising injury, (b) personal injury and (c) blanket contractual liability coverage which insures contractual liability under the indemnification of MTAB and the City by Producer as set forth above; and
- (II) Workers' Compensation (Statutory Amount); and
- (III) Employer's Liability - \$500,000 Bodily Injury for each accident; Disease Limits of \$1,000,000 per policy and \$500,000 per employee; and
- (IV) Business Automobile - coverage to include owned, hired, and non-owned vehicles with a combined single limit of \$1,000,000.

MTAB and the City of Houston shall be named as Additional Insureds on Grantee's policies, except Workers' Compensation, without any restrictive modifications. Waiver of subrogation shall include MTAB and the City and their employees.

The Board & the City may waive Workers' Compensation and Employer's Liability coverage for a Grantee who has no employees, and provides a written statement verifying that it has no employees.

Insurance policies are to be written by companies authorized to do business under the laws of the State of Texas and on a form approved by the Insurance Commission of the State of Texas.

Grantee shall maintain with respect to each such policy or agreement evidencing such insurance such endorsement as may be reasonably required by either MTAB or the City and shall deliver to both MTAB

and the City a certificate with respect to such insurance in a form reasonably satisfactory to both MTAB and the City at least (30) days before the commencement of the occupancy. Grantee shall notify both MTAB and the City at least thirty (30) days prior to cancellation, material alteration or non-renewal of any such insurance.

If approved by MTAB, Grantees may participate in MTAB's Tenant User Liability Policy (TULIP), and to sign waivers regarding Workers' Compensation, Employer's Liability and Auto Liability. TULIP participants will be given an estimated premium amount prior to the production(s) with the actual premium calculated, based on attendance and vendor booths (if any) being deducted from their final grant payment. The Grantee's waiver must be received by MTAB before a grant advance will be issued.

MWDBE PARTICIPATION

The City has established a good faith efforts goal of 5% participation by City-certified Minority, Women, and Disadvantaged Business Enterprises.

**Application Deadline is
5:30 pm, Friday, July 30!**