NET/TEN Exchange Grant Technical Assistance Session

Tuesday, November 24th 2015
11am – 12pm PST / 2pm – 3pm EST

NOTE: Please mute your microphone during the call.
Agenda

NET STAFF ON THE CALL

Park Cofield, Field Resources Manager (Moderator)

- Welcome / About the Program (5 min)
- Using the Application System and Writing Your Narrative (20 min)
- Budget / Matching Requirements (15 min)
- Q & A (20 min)

NOTE: Please mute your microphone during the call
About Network of Ensemble Theaters

“NET links a diverse array of ensembles and practitioners to one another and the performing arts field, encouraging collaborations and knowledge building and dissemination.”

-- NET Mission Statement
About the NET/TEN Program

• NET/TEN stands for Network of Ensemble Theaters’ Travel & Exchange Network

• The program is supported with lead funding from The Andrew W. Mellon Foundation and Doris Duke Charitable Foundation

• The program prioritizes relationship building and knowledge sharing
Grants are intended to:

- Create new opportunities for reciprocal exchanges with peers and colleagues;

- Share information, techniques, inspiration, expertise, and performances among ensembles;

- Strengthen the work of individual ensembles and the field as a whole.
BY THE NUMBERS

NUMBER OF APPLICATIONS RECEIVED

2012-13 Exchange Grants (39)
2013-14 Exchange Grants (52)
2014-15 Exchange Grants (42)

NUMBER OF GRANTS AWARDED

2012-13 Exchange Grants (11)
2013-14 Exchange Grants (9)
2014-15 Exchange Grants (9)
EXCHANGE GRANTS
NET/TEN Exchange Grants build on and deepen existing relationships through shared activity and peer-to-peer learning.
Exchange Grants – Eligibility

• Lead applicant must be a NET member in the Ensemble category in good standing

• An organization may only be listed in one Exchange Grant proposal (as lead applicant or as a partner)

• 501(c)(3) status is not required

• Applicant and project partners must reside in the United States

• Activities must occur in U.S.
Exchange Grants – Eligibility

• If awarded, the lead applicant and project partner(s) are considered **joint recipients** of the award.

• You may **not** receive more than one NET/TEN grant within the 2014-15 grant cycle.

• If you receive a NET/TEN grant two years in a row, you will be asked to sit out for a year before re-applying.
PARTS OF THE APPLICATION

✓ Initial Project Information — completed during the “intent to apply” period. This information was used to determine your initial eligibility. You must notify NET of any changes to your project partners.

☐ Lead Applicant Details — provide additional information about the size of your ensemble, your history, and finances.

☐ Partnership Information — provide contact information and background about your partner(s) and upload a partnership letter.

☐ Grant Narrative — Main body of application. Identify project goals, rationale, schedule, knowledge sharing, etc.

☐ Budget Information — Identify grant request amount and upload project budget.
Exchange Grants – Selection Criteria

Grants are awarded based on the **quality of the exchange**, the **depth of knowledge sharing** and the **overall benefit to the ensemble field**.

Through this lens, a peer panel will select projects based on:

- Clear articulation of the **intended mutual benefits**, learning goals, and anticipated outcomes with criteria for success
- Evidence that the activities will **build on and deepen existing relationships** through shared activity and peer-to-peer learning
- Potential for grant funds to **increase organizational financial stability**
- Project **feasibility** (i.e. scope, schedule, budget, fair compensation for artists)
- Potential to share **learning with the field** through documentation
NET/TEN

Using the Online Application System
Exchange Grants - System Log In

• Log-in at: http://www.ensembletheaters.net/user
   (you must use your NET username/email and password)

• Access your application by clicking the link in orange
   “MY APPLICATIONS” box on the left side of the screen

• If you need assistance with your password, please email
   help@ensembletheaters.net. You will receive a response in
   24-48 hours.
Writing your Narrative
Exchange Grants - Narrative

Helpful Hints!

• The lead NET member ensemble and project partners are considered joint applicants and should both have direct input in putting together the project plan and budget.

• We suggest drafting your responses in a Word document so that you can easily cut and paste them into the application. Note: Please be aware of the word counts!

  NOTE: Text copied into the application will not retain formatting and character counts vary program. You are strongly advised to plan additional time during your application process to re-format your text within the online application.

• If more than one partner will be working on the online application, you will need to share your log-in information.

• Write simply and in a straightforward manner. Avoid over complicated and flowery language. Keep your application in the present tense.
Exchange Grants - Narrative

**Project Goal:**

*What is the main focus of the Exchange?*

- Artistic or technical/production exploration
- Administrative development/exchange

**Helpful Hints!**

- Projects may have multiple components. Please select what is most applicable.
- Which category best describes the bulk of your activity?
- The NET/TEN program encourages knowledge sharing in ALL areas and does not favor one focus over another.
Exchange Grants - Narrative

• Project Description (Part 1):

Provide a description of the proposed project, including detailed information about what skills/techniques will be shared and/or what specific explorations, projects or creations each partner will undertake.

Helpful Hints!

Exchange Grants must be reciprocal! Each partner should have the opportunity to learn from the other, either within the grant period, or as part of a larger project or timeframe.

• What do you want to learn? What do you want to teach? This program is about mutuality and shared learning.

• Reciprocation need not occur in the same way (i.e. one partner may share a performance and the other may reciprocate by sharing administrative practices, etc.)

• Be VERY clear about who is getting/receiving what from the exchange. (i.e. Ensemble A is teaching/offering___________ and in exchange Ensemble B will ____________).
Exchange Grants - Narrative

Project Description (Part 1- con’t)

Examples:

• Presenting a shared work for the first time or co-developing a new work
• Knowledge or skill-sharing (i.e. one ensemble shares a performance technique or methodology and the other shares expertise on a particular administrative challenge)
• Planning for a future tour
• Exploring new presenting/touring models
• Joining forces to look at the administrative structure for a festival, a community event, or other share activity
• Conversations to discuss leadership structure and/or another administrative challenge related to operation or management
• Exploring a particular technical element of an upcoming project

Further Reading:

• Check out the “Past Recipients” section on the website to read about previously funded projects.
Exchange Grants - Narrative

Project Description (Part 2):

A rationale from the applicant for choosing to partner with this/these organization(s) or individual(s).

Helpful Hints!

• Exchange Grants are one step past the “dating period”. What makes you excited to get in the room with this person/ensemble/organization for a longer period of time?

• What does your partner do best? What can they teach you?

• Why is now the right moment to embark on this project? Is there reason this project comes at a good time?
Exchange Grants - Narrative

Collaborative History:
Briefly summarize the history of the relationship between the applicants, including prior co-creations, touring exchanges, collaborations, or other interactions.

Helpful Hints!

- Exchange Grants are about going deeper. Talk about your current relationship, how you got there, what attracted you to your partner in the first place, and why it is important for you to work together at this moment.

- If there isn’t a pre-existing relationship established, you might want to consider applying for a Spring Travel Grant instead.
Exchange Grants - Narrative

Project Schedule:
Provide a detailed activity plan and schedule, including project start and end dates.

Helpful Hints!

• Think about the best way to structure this information so that panelists will get a sense of the timeline and scope. This relates to project feasibility.

• You are not required to provide exact dates for every activity.

• Project activities and purchases must take place between March 1, 2016 and February 28, 2017 to be considered eligible.
Exchange Grants - Narrative

Project Outcomes (Part 1):

Looking ahead, what impact might this exchange have on each organization?

Helpful Hints!

• Where will each of you go next? Is there another phase of the project?

• What will have changed for each person. How is this transformative for each person/company involved?
Exchange Grants - Narrative

Project Outcomes (Part 2):

*How will grant funds increase organizational financial stability?*

**Helpful Hints!**

- Funds are intended to provide recipients with the *opportunity to take financial risks, explore something beyond what they are already doing*

- Examples of increasing financial stability could include:
  - Increasing artist fees or paying artists for the first time
  - Using NET funds as a match for another grant
  - Eligibility for another funding program due to a larger budget
  - Grant will bring more visibility to a fundraising campaign
Exchange Grants - Narrative

Community Engagement: Describe the community engagement activity.

Proposals (except those focusing on administrative development/exchange) must include at least one community engagement opportunity

- Community engagement activities are an opportunity to share ensemble methods with a larger audience and open up conversations about new structures and practices. This is a key goal of the NET/TEN program.

- “Community” can be the general public or a group of artist in the community who are not members of the host company.

Examples:
- Sharing a process or previous body of work (live, by video, or by other means)
- An informal dialogue/conversation about a range of topics; a workshop, class, or other learning activity
- An informal sharing of a work-in-progress
- Or other form of public engagement
Knowledge Sharing:

How do you plan to share knowledge and learning with the field at large? What might your NET/TEN Shareback materials include?

Helpful Hints!

• What is the benefit to other ensemble theater makers?
• How can this learning reach a wider audience? Who is the audience? Be creative, but also think about what is feasible.
• Visit the NET/TEN Shareback Library: [www.ensembletheaters.net/sharebacks](http://www.ensembletheaters.net/sharebacks)
• Provide specific details about what you are planning.
• Think about what you would like to read or watch? What is the most exciting part of your project? What would other artists what to know?
Exchange Grants – Partnership Letter

Each project partner should provide a separate, signed letter on letterhead OR original dated email affirming that they have read and agree to the proposal.

This letter is also an opportunity for partners to communicate their passion and interest for participating in the proposed activities, beyond what is included in the application.

- Letters should be limited to one page.
- Letters and emails must be submitted as a PDF document. If you have multiple letters, please combine these into one PDF document.
- For applicants that are organizations, the signatory must be an organizational official with the authority to commit your company to the proposed partnership.
Exchange Grants – Narrative

TAKE ONE MORE LOOK:

• Spell check! Proofread for grammar and other typos.

• Have someone who is not familiar with the project take a look. Does it make sense to someone outside of your organization?

• Have you written passionately? Have you explained why you are excited or why this project needs to happen now, or why these people need to be in a room together?

• Have you addressed all of the selection criteria points?

• Pat yourself on the back!
Exchange Grants

Budget & Matching Requirements
Grant Requests

Grant awards range from $3,000 to $10,000, and require a 1:1 match

• Projects with budgets of $6,000 may use in-kind sources entirely for this match.

• Projects with budgets greater than $6,000, at least half of the match must be met as cash.

• Any partner in the Exchange may provide the match; it does not need to be come equally from each applicant.
Matching Funds - Examples

Project Budget less than $6,000

$1,500 grant request
$1,500 in kind or cash
= $3k budget

$3k grant request
$3k in kind or cash match
= $6k budget

Project Budget more than $6,000

$4k grant request
$2k cash match (minimum)
$2k in kind match (maximum)
= $8k budget

$10K grant request
$5,000 cash match (minimum)
$5,000 in kind match (maximum)
= $20k budget
In-Kind Income & Expenses

**In-Kind Contribution** = goods or services of identifiable value that are provided free-of-charge, or for less than fair market value.

- Would have had to buy or pay for them if they hadn't been donated
- Are reflected equally in both the income and expense sections of your budget (amount of in-kind income = amount of in-kind expense)
- Value recorded as fair market value -- what it would have cost you to purchase/pay for this, what the donor usually would charge for the good or service (a venue's full standard hourly rate for space rental, the regular hourly rate that this professional customarily would bill for his/her services, etc.)
# Sample Project Budget - Expenses

## Exchange Grant - Project Budget

**Lead Applicant:** [Name Here]

**Partners:** [Name(s) Here]

### Expenses:

**Instructions:** Please use the columns below to detail your project budget. Please indicate how the project's cash expenses will be divided between partners, and identify goods and services donated by in-kind (non-cash) sources. Categories and descriptions may be modified to fit the needs of your proposed project, but please make sure you do not alter the provided formulas. We also ask that you include details in the column labeled “Notes” to explain how each line item was calculated (incl. # of travelers, # and dates of trips, basis for per diem calculations and wage/fee allocations, etc.). NOTE: Exchange grant funds may not be used for international activities.

<table>
<thead>
<tr>
<th></th>
<th>CASH EXPENSES: Supported by Net/Ten Grant</th>
<th>CASH EXPENSES: Supported by Other Cash Sources</th>
<th>Non-Cash Expenses: In Kind</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lead Applicant</td>
<td>2nd Partner</td>
<td>3rd Partner</td>
<td>TOT Cash Expenses: Net/Ten Support</td>
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<td>Personnel Expenses:</td>
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<td>Salaries/Wages/Payroll Taxes</td>
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<td>Fees/Royalties/Honorariums</td>
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<td>Other Personnel Exp. (please specify)</td>
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<td>Non-Personnel Expenses:</td>
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<td>Travel:</td>
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<td>Travel/Transportation</td>
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<td>Housing/ Accommodations</td>
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<td>Per Diems</td>
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<td>Other Travel Exp. (please specify)</td>
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<td>Exchange Project Activities:</td>
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<td>Space Rental (for exchange activities)</td>
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<td>Equipment/ Supplies/ Materials</td>
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<td>Printing/ Copying</td>
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<td>Postage/ Shipping/ Delivery</td>
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<td>Other Project-Related Exp. (please specify)</td>
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<td>Engagement Activities &amp; Documentation:</td>
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<td>Space Rental (for engagement activities)</td>
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<td>Equipment/ Supplies/ Materials</td>
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<td>Other Engage/ Docum. Exp. (please specify)</td>
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| Total                  | $0  | $0  | $0  | $0  | $0  | $0  | $0  | $0  | $0  |

### Summary:

- **Cash Expenses (Supported by Net/Ten Grant):** $0
- **Cash Expenses (Supported by Other Sources):** $0
- **Non-Cash Expenses (In Kind):** $0
- **Total Project Expenses:** $0
Budget Form - Expenses

- Use the columns to detail your **total project budget**.
- Indicate how the project's cash expenses will **be divided between partners**.
- Identify goods and services donated by **in kind sources**.
- Categories and descriptions may be modified to fit the needs of your proposed project, but please make sure you **do not alter the provided formulas**.
- Include details in the column labeled "Notes" to **explain how each line item was calculated** (incl. # of travelers, # and dates of trips, basis for per diem calculations and wage/fee allocations, etc.).
## Sample Project Budget - Income

### INCOME:

**INSTRUCTIONS:** Project income must equal project expenses. Exchange Grants require a 1:1 match. Projects with total budgets up to $6,000 may use in-kind sources entirely for the match (i.e., you can request a $3k grant and must show $3,000 of in-kind support). For projects with budgets greater than $6,000, at least half of the match must be met as cash (i.e., for a $6,000 project, you can request a $4k grant and must show a match of $4k - at least $2k in cash and $2k of inkind support). Any partner in the Exchange may provide the match; it does not need to come equally from each applicant. Additional information about matching can be found in the FAQ portion of the website. Applicants must notify NET of any changes to matching funds.

<table>
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<tr>
<th>CASH INCOME: NET/TEN GRANT</th>
<th>CASH INCOME: OTHER SOURCES</th>
<th>NON-CASH INCOME: IN KIND</th>
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<tr>
<td>Lead Applicant</td>
<td>Partner</td>
<td>2nd Partner (if applicable)</td>
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<td>NET/TEN Exchange Grant Request</td>
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**TOTAL:** $0  $0  $0  $0  $0  $0  $0  $0  $0  $0  $0

**CASH INCOME (NET/TEN GRANT REQUEST):** $0  
+ **MATCHING FUNDS - CASH INCOME (OTHER SOURCES):** $0  
+ **MATCHING FUNDS - NON-CASH INCOME (IN KIND):** $0  

= **TOTAL PROJECT INCOME:** $0
Budget Form - Income

• Use the columns to show income expected from grant request, other sources, and in-kind for the total project.

• Project income must equal project expenses.

• If needed, please use the “NOTES” column to indicate if funds are secured or pending and to make additional notes about how grants funds will be distributed.
Exchange Grants

Next Steps
Exchange Grants – Saving & Submitting

• You may save your progress by hitting the [Save Draft] button at the bottom of the screen.

• Full applications are due on: **Wed. Dec. 16th by Noon PT / 3pm ET.**

• You must hit [Submit application] in order for your application to be processed.

• You will get a confirmation email to verify that your application has been received. Please add netten@ensembletheaters.net to your **email safe list** to ensure this message does not end up in your spam folder.
Review Process & Notification

• Exchange Grant applications will be reviewed by a peer panel of individuals with knowledge and professional qualifications in ensemble practices, familiarity with NET’s mission and services, and the ability to give critical feedback.

• The notification will occur no later than February 12th, 2016.

• You will be contacted via the email you provide in your application.

• Award recipients and the names of the peer panelists will be publicly announced and listed on the NET website.
Q & A

Please submit your questions using the GoToMeeting chat box.
We will answer as many questions as possible.
Resources

• Please visit www.ensembletheaters.net for more information about the NET/TEN program, guidelines, FAQs, and upcoming deadlines.

• A recording of this session will be made available within 24 hours by email.
Additional Questions?

- Contact Park Cofield at: netten@ensembletheaters.net or 323-638-4870

- NET staff welcomes your questions at any time prior to submitting an application, or throughout the review period.

- We advise you to plan your application process so that any queries are submitted well in advance of the deadline.

- If you circumstances change, or you decided to no longer submit a full application, please let us know.
Thank you for participating!

Network of Ensemble Theaters

www.ensembletheaters.net