

TULSA PERFORMING ARTS CENTER TRUST

Guidelines for Facility Grants

Revised: June 14, 2010

Tulsa PAC Trust Objectives

The proposed event must meet at least one of the following objectives:

- Diversify and expand the PAC audience
 - Illustrate innovative programming
 - Provide programming that might not otherwise occur at the Tulsa PAC
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Eligibility

- Requesting organization must be 501 (c) (3) with documentation.
- Participants in the Frequent Local User Discount program are not eligible.
- Proposal must meet at least one of the Trust objectives listed above.
- Proposals must be for a performing arts event or related educational event that occurs at the PAC.
- Event must be beyond the normal financial capability of the organization.
- Event must be open to the public.
- Fundraising events are not eligible.
- Events scheduled during SummerStage are not eligible.

Cultural Diversity Grants

For events that promote cultural diversity; grants are available up to \$2,500 each

- Events should represent a particular ethnic culture within the Tulsa community.
- Marketing plans should target that community as well as the general population.

Application Process

Before applying, the requesting organization must ...

- Contact PAC Assistant Manager at 918 596-7124 to secure event dates on the PAC calendar, and to obtain facility costs.
- Contact PAC Technical Director at 918 596-7127 to obtain PAC equipment and labor estimates. Applicants should not estimate expenses on their own.
- TPACT will not approve grants for events that have already taken place.

Deadline for Submission

The Trust meets in January, March, May, July, September, and November. Applications and budgets are due by the 15th day of the month previous to a meeting.

Grant Limitations

- Individual organizations will be limited to \$8,000 in facility grants per season.
- Facility grants will cover rent, security, ticket office, PAC stagehands, cleaning fee and PAC permit fee plus \$100 to be used as needed.
- Facility grants will no longer cover ticket printing, ushers, PAC equipment, piano tuning, insurance or additional stagehand labor.

Proposal Presentation

- A representative from the requesting organization must be present at the Program Committee meeting to present a 3-5 minute overview of the proposal, followed by a question-and-answer period.
- If approved, the Program Committee forwards the application to the Trust for consideration at its next meeting. The Trustees or Program Committee may choose to approve partial funding.
- The proposal is not accepted until approved by the Trustees.
- The requesting artist or organization will receive written notice of acceptance or denial of proposal within seven days of the TPACT meeting.

Upon Approval

If approved, the requesting organization agrees to the following:

- The requesting organization, not TPACT, is responsible for all aspects of the event.
- The requesting organization must comply with Tulsa PAC ticket office policies regarding ticket sales and placement of PAC ticket office information. Please contact the Ticket Office Manager, for more information at 918 596-7110.
- The requesting organization agrees to feature the TPACT logo or use the following credit line on marketing materials and program inserts: "This event is made possible in part by a grant from the Tulsa Performing Arts Center Trust."

Final Evaluation

In order to receive payment, the following documents must be submitted to the PAC Trust Program Director within 30 days following the event:

- The TPACT Evaluation Form (available online at tulsapactrust.org)
- Samples of your publicity materials and program showing the TPACT logo or credit line (mail to TPACT, 110 E. Second St., Tulsa, OK 74103-3212)

Payment

If all grant guidelines have been met, grant funds will be disbursed.

- The amount paid will be equal to or less than the approved amount, if the actual costs are less than the approved amount.
- Expect to receive payment two weeks after the program office receives your grant evaluation.