



The Fairbanks Family Charitable Foundation welcomes grant proposals from non-profit theatre companies. We award \$10,000 per year to one or more recipients and give special consideration to those theatre companies that are committed to bringing live theatre to underserved populations.

Please provide the following information by March 31. Funding decisions will be made by April 30.

1. Company Information

- a. Company Name
- b. Company Address
- c. Company website (if applicable)
- d. Contact Person's email and phone number

2. Mission and History: Briefly describe your company's mission and history.

3. Project Description

- a. Project Title
- b. Project Summary: Provide a brief overview of the project for which you are seeking funding.
- c. Target Population: Specify the population(s) you aim to reach with your project. How is this population currently underserved in terms of live theatre?
- d. Project Goals and Objectives: How does the proposed project provide public benefit and contribute to the cultural vitality of the community as a whole?
- e. Cost of attendance, including any discounts. How many people do you estimate will attend?
- f. Resumes or brief descriptions of the qualifications of key artists (writers, directors, designers, educators, lead actors, etc.) associated with the project, or if not yet hired, list the positions you plan to fill and the qualifications you will seek (degrees, professional background, union vs. non-union, etc.)

4. Budget: Provide a detailed budget for the project, including income and expenses, and indicate the amount of funding you are requesting from the foundation.

5. Organizational Capacity

- a. Describe your company's capacity and experience in delivering live theatre.
- b. Provide a summary of your company's financial stability and any other relevant financial information.

6. Evaluation and Impact

- a. How will you measure the success and impact of your project?
- b. Describe any evaluation methods or tools you plan to use to assess the outcomes and effectiveness of your project.

7. Collaborations and Partnerships: Indicate any collaborations or partnerships you have established or plan to establish with other organizations or individuals to enhance the impact and reach of your project.

8. Sustainability

- a. Explain how you plan to sustain the impact of your organization beyond the funding period.
- b. Describe any efforts your company has made or plans to make in terms of fundraising and diversifying funding sources.

9. Timeline: Provide a timeline indicating the key milestones and activities of your project, including start and end dates.

10. Additional Information: Feel free to provide any additional information or supporting materials that you believe would be helpful for the foundation to consider.

11. Please attach the following supporting documents:

- a. Proof of 501(c)(3) non-profit status
- b. Company's latest audited financial statements
- c. Resumes for the company's principal decisionmakers
- d. Letters of support or recommendation (optional)

12. Declaration: Your application **must include** the following: "By signing and submitting this application, the authorized signor confirms that this project, or any funds derived therefrom, will not in any way support or oppose a federal, state or local political campaign, or otherwise engage in any political campaign activity, and that the information provided to the Fairbanks Family Charitable Foundation is accurate and complete to the best of his/her/their knowledge."

Please note: Meeting the criteria listed in this form does not guarantee funding. The foundation will review all applications thoroughly and make funding decisions based on its own evaluation criteria and available resources.

Please submit your application either by email (preferred) or by regular mail to:

By email:

Jim Briggs, Executive Director  
[jim@fairbanksfamilyfoundation.org](mailto:jim@fairbanksfamilyfoundation.org)

By Mail:

Jim Briggs, Executive Director  
The Fairbanks Family Charitable Foundation  
197 Longview Terrace  
Williamstown, MA 01267

Applications received after March 31 will not be considered unless there are funds remaining after reviewing all applications received by the due date.