

Theatre Development Fund

This fund exists to enable ACT member groups to host educational events such as acting/directing workshops for themselves and/or others. By providing these funds, it is the intention of ACT to support community theatre in Manitoba by advancing skills development among its member-groups.

Each year, ACT will set aside funds for this purpose. Any surplus remaining at year-end will be carried forward to the following year.

In order to qualify for consideration for the Theatre Development Fund, the applicant must complete the Theatre Development Fund Application. The application must be sent to the ACT Secretary who will then forward it to all Board members for approval.

Upon completion of the educational event, the applicant must forward the following to the ACT Secretary: the Theatre Development Fund Invoice, original receipts verifying the actual expenses incurred, and a full anecdotal report indicating whether or not the workshop and/or the instructor was successful and would be recommended to other groups. At that point, the ACT Treasurer will reimburse the applicant.

Other Information:

- The person conducting the educational program must be a professional in his/her field.
- Refreshments and meals for workshop participants will not be covered.
- It is up to each group to decide whether participants outside of the group will be invited.
- There is no obligation to register participants.
- The collection of fees from participants is optional.
- Groups may also use funds to engage an advisor to facilitate with problems (blocking, projection, lighting etc.) encountered during rehearsals.
- Applications will be judged on a first-come first-served basis.
- **Additional information may be required before Board consideration.**

Forward the Theatre Development Fund Application to:

ACT Secretary
1532 Patricia Avenue
Brandon, MB R7A 7K7
Or email: ACTSecretary@mts.net

Theatre Development Fund Application Form

Please complete in block letters

Group Name: _____

Name of Applicant: _____ Date of Application: _____

E-Mail: _____

Event Information

Date: _____ Location: _____

Duration (1/2 day, weekend, hourly): _____

Topic: _____
(acting, blocking, directing, movement etc.)

Name of Instructor: _____

Additional details about the event:

Anticipated Expenses:

Rental of Facility: \$ _____

Instructor(s) Fee(s): \$ _____

Instructor(s) Incidental Expenses
(mileage/accommodation/materials): \$ _____

Other Expenses:
(please provide details) \$ _____

Total: \$ _____

Signature of applicant: _____

THEATRE DEVELOPMENT FUND INVOICE

Please Print

Group Name: _____ Today's Date: _____

Address to send payment:

Workshop Topic: _____

Date of Workshop: _____

Instructor's Name: _____

Duration of Workshop (1/2 day, weekend, hourly): _____

FINANCIAL REPORT: (attach original receipts verifying the expenses incurred)

Facility rental: \$ _____

Instructor's fee: \$ _____

Instructor's incidentals: mileage, accommodations (please specify):

_____ \$ _____

_____ \$ _____

TOTAL COST OF WORKSHOP \$ _____

Submitted by:

Signature

Date

Approved for Payment:

ACT Representative

Date