**Victoria Performing Arts Endowment (PAE)**

**Application for Funding**

**Terms:**To be awarded to eligible students and student groups associated with Victoria University who require funding assistance for performances and/or improvements (e.g., costumes, professional assistance, additional equipment, etc.) that would otherwise not be possible given the resources available from existing sources. Only those performances or improvements held on the Victoria University campus are eligible.

The Performing Arts Endowment (PAE) is designed to ensure that Victoria College students are financially able to create performances for the students and community. Performing Arts Endowment is often but not exclusively used to support events in the Bader. The funds can be used to support production-related expenses. **Additional items, such as food and cast parties, are not supported through this fund.**

Please note that the PAE cannot fund events that donate revenue to outside groups. If your event plans to do this, do not submit an application to the Performing Arts Endowment, instead contact [vic.dean@utoronto.ca](mailto:vic.dean@utoronto.ca).

**The annual application deadlines are November 1, January 31 and July 15.** Please note that funds must be spent within the academic year they are allocated.

Name of individual or group applying for funding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name for group applying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Levy or Funds received |
| Is your group a Levy receiver? If yes please indicate how much you received in 2018 in levy funds. |  |  |  |
| Did or will you receive funding from another agency (ex: VUSAC)? If yes please indicate how much funding you have received from other sources. |  |  |  |

**Financial Information**

Applications submitted without full and complete financial information will not be considered. If a group is creating more than one event, this must include all revenue and expense information for all events whether or not funding is being sought for all events.

A group that is creating more than one event (such as 3 theatre productions for a single academic year) must submit a single application summarizing all of the events and whether or not funding is being sought for all events.

SAMPLE Budget Summary

|  |  |  |
| --- | --- | --- |
| Organizational Budget (budget for each productions and budget for general expenditures) | Expenses | Budgeted Income |
| Example: General Expenditures | 10,000.00 | 8,000.00 |
| Example: Romeo &Juliet | 5,000.00 | 5,000 |
| Example: Anne of Green Gables | 6,000.00 | 4,000.00 |
| Example: A Doll's House | 7,000.00 | 6,300 |
| Total | 28,000.00 | 23,300.00 |
|  |  |  |
|  | NEED from PAE | 4,700.00 |

**BUDGET SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Organizational Budget (budget for each productions and budget for general expenditures) | Expenses | Budgeted Income |
| General Exp |  |  |  |
| Event #1 |  |  |  |
| Event #2 |  |  |  |
| Event #3 |  |  |  |
|  | Total |  |  |
|  |  |  |  |
|  |  | NEED from PAE |  |

**Event Information (only fill out one event form per production/event, if multiple events/productions please use Event 2, Event 3)**

**Event #1**

Please describe the objective of your event:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your target audience? € Vic Students € Non-Vic Students € Faculty and Staff

€ Family and Friends € Alumni € other

If an annual event: how many people attended the event last year?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many people do you anticipate attending this year?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have price of admission to your event? And if so how much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Event Title: | Yes | No |
| Is this event an annual event? |  |  |
| Do you plan to charge a ticket price for the event? |  |  |
| Do you plan to contribute funds to charity? |  |  |
| Do you plan to hold a raffle? |  |  |
| Do you plan to give away door prizes? |  |  |
| Has this event received Performing Arts Funding in the past? |  |  |
| Has this event taken place in the Bader Theatre in the past? |  |  |
| Have you explored other venues for the event? |  |  |
| Have you confirmed the venue and date with the Isabel Bader Theatre Coordinator? |  |  |
| If you plan on using the Isabel Bader Theatre, have you attached the quote to this application? |  |  |

**Event #2**

Please describe the objective of your event:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your target audience? € Vic Students € Non-Vic Students € Faculty and Staff

€ Family and Friends € Alumni € other

How many people attended the event last year?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many people do you anticipate attending this year?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the price of admission to your event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Event Title: | Yes | No |
| Is this event an annual event? |  |  |
| Do you plan to charge a ticket price for the event? |  |  |
| Do you plan to contribute funds to charity? |  |  |
| Do you plan to hold a raffle? |  |  |
| Do you plan to give away door prizes? |  |  |
| Has this event received Performing Arts Funding in the past? |  |  |
| Has this event taken place in the Bader Theatre in the past? |  |  |
| Have you explored other venues for the event? |  |  |
| Have you confirmed the venue and date with the Isabel Bader Theatre Coordinator? |  |  |
| If you plan on using the Isabel Bader Theatre, have you attached the quote to this application? |  |  |

**Event #3**

Please describe the objective of your event:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your target audience? € Vic Students € Non-Vic Students € Faculty and Staff

€ Family and Friends € Alumni € other

How many people attended the event last year?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many people do you anticipate attending this year?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the price of admission to your event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Event Title: | Yes | No |
| Is this event an annual event? |  |  |
| Do you plan to charge a ticket price for the event? |  |  |
| Do you plan to contribute funds to charity? |  |  |
| Do you plan to hold a raffle? |  |  |
| Do you plan to give away door prizes? |  |  |
| Has this event received Performing Arts Funding in the past? |  |  |
| Has this event taken place in the Bader Theatre in the past? |  |  |
| Have you explored other venues for the event? |  |  |
| Have you confirmed the venue and date with the Isabel Bader Theatre Coordinator? |  |  |
| If you plan on using the Isabel Bader Theatre, have you attached the quote to this application? |  |  |

**Commitment and Checklist**

€ I/My group has considered the suitability of venues other than the Isabel Bader Theatre.

€ If my group’s event(s) is to be held in the Isabel Bader Theatre, I have met with the Coordinator of the Isabel Bader Theatre to review and confirm the costs and have attached the quote to this application.

€ If the event(s) is to raise funds for an outside charity, I understand that my group is not eligible for PAE and I will contact the Associate Dean of Students for guidance.

€ If my group is seeking funding to more than one event this year I have included all required information on each of these events in my application including completed financial information for all events.

€ I have included completed financial information with my application.

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_(full name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ commit to provide a full account of all expenses and revenue related to the event(s) to the Office of the Dean of Students.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_