

Island Theatre 2018-2019 Cultural Funding Proposal Narrative

About Your Request

1) Proposal Description and Purpose

a) Succinctly describe the project or activities you are proposing. Include a brief timeline of major milestones during the period of the proposal, including date(s), time(s) and location(s), if appropriate. Island Theatre seeks funding support for its 2018 and 2019 Ten-Minute Play Festivals. Major milestones in its proposal include: the offering of playwriting and directing workshops for aspiring playwrights and directors in early 2018 and 2019; the acquisition of permanent, interchangeable set pieces for the festival in spring or early summer of 2018; and the expenses of producing the festival at Bainbridge Performing Arts in August of 2018 and 2019.

b) What are your primary goals and objectives for your project or your organization as a whole (if requesting general operating support)? IT's primary goals for its project are: (1) To offer aspiring Bainbridge Island and Kitsap County playwrights and directors workshops with theatre professionals that will improve their chances of writing a successful Ten-Minute Play Festival entry or directing for Island Theatre; (2) To acquire simple, interchangeable set pieces that can be used on the BPA stage for the Ten-Minute Play Festival in order to make set changes between plays easier and smoother; (3) To provide funding for BPA rental that would allow IT to offer a pay-what-you-can performance of the Ten-Minute Play Festival; and (4) To provide general Ten-Minute Play Festival production support.

c) Who is involved in the project or activities and why? List key participants or partners. The Island Theatre Ten-Minute Play Festival is produced by Island Theatre's all-volunteer board. Key partners include Bainbridge Performing Arts and its staff, three theatre professionals as judges, up to ten play directors, approximately 30 actors, and submitting playwrights.

2) Evaluation

a) Provide an estimate of the number of Bainbridge Islanders (and others) that this project or activities will serve. We estimate that the Ten-Minute Play Festival will serve over 3,000 audience members, playwrights, actors, and directors over the next two years.

b) Briefly describe how often your organization evaluates the effectiveness of its programming? IT relies on ticket sale records to determine audience numbers. In addition, after each festival, the Island Theatre board solicits evaluations from all involved - audience members, playwrights, actors, directors, the BPA staff, and volunteers - and we do our best to implement their suggestions in the next year's fest. For example, in the first two festivals, we produced a total of 16 plays - eight on the first evening and eight on the following evening. However, in response to evaluations, we opted to reduce the number of plays produced to eight or ten so that each could be seen twice, making it possible for audiences to catch the entire festival in one seating and to provide more exposure for our hardworking casts and directors.

In 2016, we added a third performance, a matinee, in response to community members who were more comfortable attending daytime events. We also, for the first time, charged for tickets (\$10/15) in lieu of a suggested \$10 donation. Tickets could be purchased in advance, relieving the anxiety of audience members who weren't sure they would be able to get a seat without showing up super-early.

We discovered from our 2016 evaluations that the addition of a third performance added significantly to the workload of all involved with the festival. For the 2017 festival, at the request of BPA and our play directors, we used our Bainbridge Community Foundation grant to hire an experienced stage manager/production assistant to help the festival run more smoothly. We hope to be able to continue this in future years.

c) How do you plan to monitor the progress of this project or your activities during the two-year funding period of 2018-2019? What indicators of success or other metrics will help your organization to track progress and report back to the City on the impact of its funding? As mentioned above, IT will rely on ticket sale records to monitor audience numbers, and feedback from audience members, playwrights, actors, directors, the BPA staff, and volunteers to monitor the overall quality of the festival, including any COBI-funded improvements.

d) Briefly describe the anticipated impact on organizational capacity and any other improvements as a result of receiving City funding. Island Theatre anticipated that City funding would (1) allow IT to acquire simple, interchangeable set pieces that would be used in most, if not all, of its ten-minute plays. For now, we have to borrow random set pieces from BPA, which are not always great fits and often only useful in one play, requiring a lot of time-consuming juggling between plays; (2) allow IT to offer playwriting and directing workshops, taught by theatre professionals, possibly through BARN, to aspiring playwrights and people who might want to try their hand at directing. We are not aware of any such workshops currently offered on Bainbridge.

c) How will you incorporate what you learn from this project into your work? We will learn through our evaluation process (see (b) above) to determine the success of the TMPF improvements we hope to provide through COBI funding, and adjust as needed for future festivals.

**2018-2019 Cultural Funding
Proposal Budget and Budget Narrative
Island Theatre**

If you are applying for **project funding**, please submit your project budget in the format suggested below. Expense categories listed below are only suggested categories. Please use expense categories that apply to your project. Then complete the following four questions:

1) What is the total estimated budget for this project? \$11,850 in 2018 + \$9,850 in 2019 = \$21,700

2) Please include and identify any income your project is expected to generate. The 2018 Ten-Minute Play Festival will generate approximately \$5,500 in tickets sales and \$1,400 in donations, for a total of \$6,900. This will likely be the same for the 2019 festival.

3) What will the requested funds be used for? Of the \$6,000 grant request, approximately \$2,000 will be for the acquisition of permanent interchangeable set pieces for the Ten-Minute Play Festival; \$1,700 will be used to rent Bainbridge Performing Arts for two pay-what-you-can preview performances, \$1,000 will be used to present two playwriting and/or directing workshops on the island, and the balance of \$1,300 will be used for general Ten-Minute Play Festival production expenses.

4) Include the amount and origin of any funding that is committed and/or pending for this program/project. None at this time.

Suggested Expense Categories	2018 - Year 1			2019 - Year 2			Total Project Budget (Year 1 and 2)
	Total Project Budget Year 1	COBI Cultural Funding Request Year 1	% of Total Project Budget Year 1	Total Project Budget Year 2	COBI Cultural Funding Request Year 2	% of Total Project Budget Year 2	
Human Resources (Staff Salaries, Benefits, Consultant Services)	2,100	500	23.8%	2,100	500	23.8%	4,200
Space / Facilities	5,550	850	15.3%	5,550	850	15.3%	11,100
Equipment Purchase	2,000	2,000	100%	-0-	-0-	-0-	2,000
Travel / Training	-0-			-0-			-0-
Insurance	-0-			-0-			-0-
Other	2,000	650	32.5%	2,000	650	32.5%	4,000
Indirect Administrative Costs	200	-0-	-0-	200	-0-	-0-	400
<i>General Operating Support (Only)</i>							
TOTAL	11,850	4,000	33.75%	9,850	2,000	20.3%	21,700

2018-2019 CULTURAL FUNDING METRICS

ISLAND THEATRE

FOR THE PLAY FESTIVAL: NUMBER OF APPLICANTS/SUBMISSIONS, NUMBER OF PERFORMANCES, AUDIENCE ATTENDANCE

FOR THE CLASSES: NUMBER OF CLASSES, NUMBER OF PARTICIPANTS