



THEATRE DEVELOPMENT FUND Information & Application

Purpose

The Theatre Development Fund exists to enable ACT member groups to host educational events or workshops for themselves and/or others. Funds are set aside for this purpose and evaluated annually with monies being allocated on a first-come first-served basis.

Who can apply?

Member groups who have belonged to ACT Manitoba for a minimum of two years and have not been awarded funds in the past year. Further questions should be addressed to your group's assigned ACT Regional Representative.

Criteria

Member groups may use funds to engage advisor(s) to facilitate with problems encountered during rehearsals or performances. However, all individual(s) conducting training must be a professional in their field. Available to member groups, ACT maintains a list of professional trainers, instructors and clinicians in, but not limited to, the following areas:

Acting, Adjudication, Costume Design, Directing, Dance, Film Acting, Film Directing, Improv, Lighting, Mime, Make Up, Movement, Musicals, Puppetry, Production Mgmt, Playwriting, Sets, Stage Fighting, Stunts, Technical, Voice, Accents, Workshops, Speech Arts, Stage Management, Business of Acting, Props, Romance/Intimacy, Shakespeare and Clowns.

Other individuals not listed may be utilized as instructors if proof of their professional standing can be provided to/by the member group.

There is no obligation to register participants for the training and the collection of fees from participants is optional. Where space permits, the training may be opened to other member groups but it is up to the group conducting the training to decide whether participants outside of their group will be invited.

Funds to cover facility rentals, instructor(s) fee(s), instructor(s) incidental expenses (mileage/accommodation/materials) and other expenses such as training materials may be requested. Refreshments and meals for workshop participants will not be covered. Reimbursement will only be provided for those expenses supported by receipts.

Application Process

Part 1 – Application (Pre-Training):

- In order to qualify for consideration for the Theatre Development Fund, the applicant group must complete the Part 1 - Application and send it to the ACT Secretary for submission to the ACT board for pre-approval, **no later than 30 days prior to the training.**
- If there are any questions about the application, or once the board has decided pre-approval or denial of application, the group's Regional Representative will notify the member group.

Part 2 – Invoice/Report (Post-Training):

- Upon completion of the pre-approved educational event the member group is to send Part 2 – Invoice to the ACT Secretary including:
 - Original receipts verifying the actual expenses incurred,
 - Optional: Member groups are asked to provide a final budget of the event including a listing of all revenues and expenses, in case additional funds should become available beyond those requested.
- **Cancellation of Event:** In the event the training is cancelled, member groups should report and provide receipts for any actual, non-recoverable expenses for reimbursement.
- Once the content of the Part 2 – Invoice/Report and receipts have been verified by the ACT board at their next scheduled ACT board meeting, the invoice will then be reimbursed by the ACT Treasurer.

Current Rates (These rates are reviewed and adjusted annually)

The maximum amount that may be requested is \$1,500.00 per application, and may include up to a limit of \$200.00 in mileage.

Both Part 1 – Application and Part 2 - Invoice/Report are to be forwarded to:

ACT Secretary, 24 8th St, Portage La Prairie MB R1N 1C4

Or Email: secretary@actmanitoba.mb.ca

ACT Manitoba Theatre Development Fund – Part 1 – Application (Pre-Training)

Please complete in block letters

Group Name:	Date:
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Event Information

Topic:	Date(s):
Location:	Duration (1/2 day, weekend, hourly):
Instructor(s):	

Note: Where an instructor is not on the ACT list of professional trainers, instructors and clinicians, please provide copies of documents validating the individual's credentials.

Total participants expected:	Will you be inviting members from other groups?	Yes	No	
Are you charging a fee?	Yes	No	If so, how much per person?	\$

Additional details about the event - please include an outline (if available)

Anticipated Budget – Please provide copies of any budgets, quotes etc to help substantiate your values.

Facility Rental	\$
Instructor(s) Fee(s):	\$
Instructor(s) Incidental Expenses (mileage/accommodation/materials)	\$
Other Expenses: (please provide details)	\$
Total amount requested:	\$

Signature: _____ (Note: A physical signature is not required if emailed from the address listed below)

Name:	Position:	Date:	
Group:	Email Address:	Phone #:	

ACT Manitoba Theatre Development Fund – Part 2 – Invoice/Report (Post-Training)

Please complete in block letters

Group Name:		Date:
Billing Address:	Email Address:	
City/Town:	MB	Postal Code:

Event Information

Topic:	Date(s):
Location:	Duration (1/2 day, weekend, hourly):
Instructor(s):	

Financial Report (Attach original receipts verifying the expenses incurred)

Facility Rental	\$
Instructor(s) Fee(s):	\$
Instructor(s) Incidental Expenses (mileage/accommodation/materials)	\$
Other Expenses: (please provide details)	\$
Total amount requesting:	\$

Comments on Activities

On a scale of 0-4, rate how well this training met your expectations? 0 1 2 3 4
 (0=Did Not Meet Expectations, 4=Surpassed Expectations)

On a scale of 0-4, how cost effective was this training? 0 1 2 3 4
 (0=Not effective, 4=Highly Effective)

Additional comments: On a separate page, please provide any additional comments on the activities, their effectiveness as well as any recommendations. Any photos and additional comments provided may be posted onto ACT’s social media platforms.

Member groups are asked to provide a final budget of the event including a listing of all revenues and expenses in case additional funds should become available beyond those requested.

Equality, Diversity and Inclusiveness Information: ACT Manitoba wishes to collect some basic statistical information on our participating members for some of our government funders.

Does this event encompass ethnic, cultural or diversity training? As you are comfortable, please share additional comments.

Submitted by:

Signature: _____ (Note: A physical signature is not required if emailed from the address listed below)

Name:	Position:	Date:
Group:	Email Address:	Phone #:

For ACT use only
Date approved for payment: _____ Cheque #: _____