

Instructions for Theatre Subdistrict Council Grant Intent to Apply Form

All applicants:

- ✓ Applicants may request funding for up to three different projects (including as a consortium member applicant). Please use a separate Intent to Apply form for each project and identify the project on Page 1 of the Intent to Apply form.
- ✓ Complete Pages 1 and 2.
- ✓ The Intent to Apply must be typed. Use a font size that is no less than 10 point and do not exceed the provided space on Page 1.
- ✓ FY 2007 Operating Income should not include any in-kind amounts.
- ✓ Applicants may use up to two pages maximum to describe the project for which funding is being requested. In addition to briefly summarizing the project, the description should address its significance and impact on the Theater Subdistrict, and the applicant's ability to successfully implement the proposed activity.
- ✓ Page 2 must be signed by the applicant's Chief Executive Officer or equivalent.

Consortium applicants:

- ✓ Page 1 must identify the lead applicant in the consortium. An additional Page 1 must be completed for every other member of the consortium. These must be submitted together.
- ✓ Page 2 must be signed by the Chief Executive Officer, or equivalent, of the lead applicant.
- ✓ Consortium applicants must also complete Page 3, which must be signed by the Chief Executive Officer, or equivalent, of each additional consortium applicant.

Deadline for all applicants:

The deadline for Intent to Apply forms is October 31, 2008. Submissions postmarked after this date will not be accepted – no exceptions. Submissions will not be accepted electronically.

Mail completed Intent to Apply forms to: Barbara Janowitz, Grant Administrator
Theater Subdistrict Council
c/o NYC Department of City Planning
22 Reade Street
New York, NY 10007