



Bijou Community Outreach Grant *FY 2020 Application*

The Bijou Theatre Foundation serves to enhance the cultural development of Knoxville by providing all-inclusive access to the arts and creating a gathering place for all. In an effort to further this mission, the Bijou is donating the use of the theatre and staff to a Knox County non-profit for the presentation of an event or program. To qualify for this grant the event must offer free admission, be open to the general public, and take place on a mutually agreeable date subject to the availability of the theatre. The Bijou Theatre Foundation will select at least two organizations' events to be produced at the theatre: one during the period of January 1–June 30, 2020 and one during the period of July 1–December 31, 2020. Applicant non-profits may request only one grant. The costs associated with these events related to the use of theatre (rent, staffing, in-house production, etc.) will be covered by this grant. Other production costs (artist fees, hospitality, travel, advertising, etc.) if applicable, will remain the responsibility of the producing non-profit.

Deadline: November 15, 2019

- Awards will be made the second week of December 2019

Applicant Information:

Organization Name: _____

Mailing Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Website: _____

EIN #: _____ Year Organization Founded: _____

Staff Contact Name: _____

Phone: _____ Email: _____

Organization's Mission Statement:

2018 Demographics:

1. Residence of Clients Served

Number

- City of Knoxville
- Knox County
- Regional & Beyond
- **TOTAL**

2. Information about your Board of Directors, Staff & Clients

Distribution	Female		Male		African American		Caucasian		Hispanic		Native American		Other	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Total														
Board														
Staff														
Clients														

Event Information:

1. Will your event offer free admission and be open to the general public?

Yes No

2. Which half of 2020 will your event be presented?

Jan. – June, 2020 July – Dec., 2020

3. List your top 6 event date choices in order of preference:

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

4. Has your organization presented this event before?

Yes No

Event Information (continued):

5. If so, please provide the following from the past three presentations:

Date: _____ Place: _____ Attendance #: _____

Date: _____ Place: _____ Attendance #: _____

Date: _____ Place: _____ Attendance #: _____

6. Please provide a brief description of the event you're applying for:

7. How will the use and financial support of the Bijou help strengthen your organization's Impact within our community?

Event Information (continued):

8. The Bijou Theatre serves to enhance the cultural development of Knoxville by providing all-inclusive access to the arts and creating a sense of place. How does your event further access to the arts within our community?

9. Please give a brief description of how you plan to market this event to the general public. Note that your event will be included on the Bijou's website, newsletter and social media; other advertising costs such as print, radio, or television (if needed) will remain the responsibility of the presenter.

Financials (continued):

4. Program Budget – please list expenses associated with the presentation you’re applying for. Expenses covered by this grant are listed in the “Bijou” column.

Expenses		Bijou Theatre	Applicant
Advertising:			
•	Newsletter	\$150	
•	Social Media	\$250	
•	Print		
•	Radio		
•	Other		
Artist /Talent Fees			
Cleaning Fee		\$300	
Equipment Rental			
Hospitality			
Hotels			
House Manager		\$350	
Insurance		\$385	
Performing Rights Organization Fees		\$150	
Police Officer		\$185	
Rent		\$1,250	
Security		\$400	
Sound & Lighting System		\$1,000	
Sound Engineers		\$800	
Stagehands		\$300	
Technical Director		\$350	
Travel / Transportation			
Ushers		\$150	
Video Projector		\$650	
Miscellaneous 1:			
Miscellaneous 2:			
Miscellaneous 3:			
Miscellaneous 4:			
Miscellaneous 5:			
Miscellaneous 6:			
Miscellaneous 7:			
Miscellaneous 8:			
Miscellaneous 9:			
Miscellaneous 10:			
TOTAL		\$6,670.00	

Certification:

As the chief executive officer of this organization, I certify that the above information is true and complete to the best of my knowledge and belief; further I certify that this agency does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

I further agree that this event shall not discriminate against an employee or client on the grounds of race, creed, color, national origin, age, sex, marital status, veteran status, sexual orientation, gender-identity, or the presence of any disability. Nor shall the event promote hate or intolerance of any kind.

Executive Director:

Signature:
Printed Name:
Date:

Board President:

Signature:
Printed Name:
Date: