

# **HORTON PLAZA THEATRES FOUNDATION ELIGIBILITY CRITERIA AND PROCEDURE FOR AWARD OF PRODUCTION ASSISTANCE SUPPORT FOR PRODUCTIONS AT THE LYCEUM THEATRE**

## **Statement of Policy and Purpose**

The Horton Plaza Theatres Foundation (HPTF) has adopted a policy that the Lyceum Theatre is a public theater that will be made accessible to the widest range of users, presenters and audiences, so as to present to the public high quality theatrical productions providing significant and broad cultural enrichment. In furtherance of this policy, HPTF has established a Production Assistance Fund (PAF) to provide financial assistance to local non-profit theatrical production companies and organizations to encourage and enable these entities to present theatrical performances at the Lyceum Theatre. PAF assistance is intended to promote:

- presentation of quality artistic productions and maximize the use of the Lyceum,
- productions whose content brings under-served audiences to the Lyceum, and
- growth of new and/or emerging artistic organizations and groups increase the variety of disciplines presented in the productions at the Lyceum.

## **Eligible Organizations**

All nonprofit theatrical performing arts organizations located in the County of San Diego that present live artistic performances may apply. Eligible artistic organizations must have an annual operating budget of less than \$1 million dollars. PAF assistance for organizations with annual operating budget in excess of \$1 million dollars requires the approval of the HPTF Board of Directors. An organization may receive assistance for no more than one production in a fiscal year (July 1 through June 30). PAF assistance will not be considered for any production, which received PAF assistance in the immediately preceding twenty-four (24) months.

## **Award Criteria**

PAF financial assistance is awarded based on need and the following quantitative and qualitative criteria:

- (1) applicant is a new and/or emerging theatrical performance organization,
- (2) organization's annual budget is less than \$1 million dollars and the proposed production could not be presented without production assistance funding,
- (3) organization and the proposed production will bring in under-served audiences or provide performance opportunities for culturally diverse artists,
- (4) organization and/or the proposed production fosters diversity in the artistic disciplines presented at the Lyceum, and
- (5) applicant demonstrates the ability to present a quality artistic production required.

**Application Process**

Presenters must submit a written application to the San Diego Repertory Theatre (Attn: Production Assistant, 79 Horton Plaza, San Diego, CA 92101) to apply for PAF assistance.

Application includes:

- (1) general description of the proposed production and the proposed dates,
- (2) budget for the production and all sources of funding for the production,
- (3) amount of assistance request,
- (4) copy of the organization’s annual operating budget,
- (5) copy of the organization’s Federal or State Tax Exemption Letter and/or such other evidence demonstrating nonprofit status, and
- (6) copy of the organization’s Articles of Incorporation filed with the Secretary of State.

**Presenter will acknowledge Horton Plaza Theatres Foundation and the City of San Diego in all promotional documents and shall read as follows: *Name of production is partially funded by the City of San Diego through Horton Plaza Theatres Foundation.***

**Two copies of all promotional documentation to be submitted to HPTF prior to the release of PAF funding.**

The REP will make the selection determination and determine the maximum allowable amount of PAF assistance to be awarded based on the following funding scale:

<b>Applicant’s Annual Budget</b>	<b>Maximum Allowable Percentage of Co-Production Fees Paid from PAF</b>
\$0 - \$250,000	up to 85% Support
\$251,000 - \$500,000	up to 50% Support
\$500,001 - \$1,000,00	up to 25% Support

PAF assistance offsets a percentage of the Co-Production Fees charged by the Lyceum’s resident managing company, San Diego Repertory Theatre (REP).

### **Award Notification and Contract for Production**

The REP will provide the applicant written notification of its rejection or selection determination within thirty (30) days of receipt of the complete application and all required submittals.

Notification of selection and award of PAF funding shall include an estimate of the Co-Production Fees the REP will charge and the percentage of PAF assistance awarded, and a confirmation of the booking dates and the specific theater.

Within thirty (30) days after the notification, the producer must sign a written contract with the REP setting forth all of the terms and conditions associated with the use of the theater for the production.

### **Appeal Procedure**

Any applicant may appeal the REP's decision to deny PAF assistance or the decision on the percentage of PAF assistance awarded.

The appeal must be submitted, in writing, to the Horton Plaza Theatres Foundation, P.O. Box 124734, San Diego CA 92112.

The written appeal must clearly state the basis for the applicant's objection to the REP's decision and present any supporting documentation for the relief requested in the appeal.

HPTF will render a written decision on the appeal within fourteen (14) days of receipt of all written documentation.

If requested by the applicant, the HPTF board or a committee of the board shall schedule a hearing on the appeal as soon as practicable, but not more than thirty (30) days after receipt of the written appeal. The hearing shall be conducted in accordance with rules and procedures established by HPTF. The decision rendered by HPTF shall be final.