

**Application for 2020 The Isabella Chappell Award**  
**One Grant to be awarded for \$3,000**

**ATTENTION: PCTG WILL ACCEPT ELECTRONIC SUBMISSION OF ALL 2020 GRANT APPLICATIONS.**

Please follow the instructions as noted in the applications for required **CONTENT**. Combine all material into **ONE PDF** document and **email it** with **Chappell Proposal (Applicates name)** in the subject line to [margaretlouisechapman@gmail.com](mailto:margaretlouisechapman@gmail.com), and **add a cc** to [worleyk@reed.edu](mailto:worleyk@reed.edu). The proposal will be distributed to the adjudicators. The deadlines remain the same: April 24, 2020.

(The option to print and mail remains. In the case of printed applications, answers do not need to be on separate sheets, but we will require the specified number of copies called for in each grant application.)

**PROCESS:**

Award recipients will be chosen by a Selection Panel appointed by the Portland Civic Theatre Guild (PCTG) Endowment Committee.

**ELIGIBILITY CRITERIA:**

All theatre companies in the Portland Metropolitan area are eligible to apply. Funds are intended to be used only for capital expenditures and may not be used for general operational or production expenses.

**APPLICATION PROCEDURE:**

1. Applicants must send seven complete sets of the application package to: PCTG Fellowships, PO Box 6711, Portland, Oregon, 97228
2. Applications must be postmarked by April 24, 2020, to be accepted.
3. Application packages must be complete to be considered.
4. Awards will be announced at the Drammy Awards Ceremony. All applicants will be notified by mail.

**CONDITIONS OF AWARD:**

1. Funds must be used prior to June 30, 2021.
2. Credit must be given to the Portland Civic Theatre Guild in your theatre's promotional materials during the 2020-21 season.

**IF YOU HAVE QUESTIONS, CONTACT:** Margaret Chapman at:  
[margaretlouisechapman@gmail.com](mailto:margaretlouisechapman@gmail.com)

**Application for 2020 The Isabella Chappell Award  
One Grant to be awarded for \$3,000**

THEATRE COMPANY: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Application requirements: these must be followed for your application to be considered.

1. Complete the above information, typing or printing neatly.
2. When answering 7 - 8 - 9 below, use one side of a single sheet each.
3. Including supplementary material - mission statement, press clippings, photos, etc - is optional but must be limited to three single-sided pages.
4. Make seven copies of each application package - application, answer sheets, supplementary material if any - three-hole punch the pages and assemble into sets with paper clips. Do not staple or put into individual folders. Sets must be complete when submitted or they will not be accepted.
5. Do not send tapes, CDs or videos.
6. Mail application to: PCTG Fellowships, PO Box 6711, Portland, OR, 97228. For the following, each answer should be typewritten on a single 8.5" X 11" sheet with margins of 1" on each side. Use black ink with a 10 to 12 point font. Number and restate the question at the top of each of the three pages before you answer.
7. Explain how you would use the award.
8. How do you think this will benefit your theatre company?
9. Attach a budget and show how the funds will be used. If other grants are listed, specify if they are actual or potential. Include grantor contact names and phone numbers. If you are depending on other grants that have not yet been awarded, suggest how you would proceed with this project if these other potential funds do not materialize. All applications must be postmarked no later than April 24, 2020.