

**2021 Mary Brand Award Application**  
**\$2,000 to be Awarded**

**PURPOSE**

The Mary Brand Award is directed to individuals and programs that involve youth in theatre education as participants, observers, or students. The award honors Mary Brand, founder of the Portland Civic Theatre Guild in 1958. Among the programs sustained by Guild activities was the Portland Civic Theatre School, which provided training to thousands of theatre students of all ages over several decades.

**PROCESS**

Award recipient will be chosen by the Portland Civic Theatre Guild (PCTG) membership.

**ELIGIBILITY CRITERIA**

Applicant must live, work or be located in the Portland Metropolitan area in terms of official residence or professional activity. Applications must be received by March 20, 2021.

**EVALUATION CRITERIA**

Applicant will be evaluated in the following areas:

- quality of application
- feasibility of successful completion of project
- potential for engaging young people

**APPLICATION PROCEDURE**

1. Applicant must submit a complete application by email to [margaretlouisechapman@gmail.com](mailto:margaretlouisechapman@gmail.com) with cc to [worleyk@reed.edu](mailto:worleyk@reed.edu).
2. Submission deadline is March 20, 2021.
3. The award will be made by June 30, 2021. All applicants will be notified by letter from the Guild president.

If you have questions, please contact:

Margaret Chapman at [margaretlouisechapman@gmail.com](mailto:margaretlouisechapman@gmail.com)

**CONDITIONS OF AWARD**

1. Funds must be used prior to June 30, 2022.
2. Credit must be given to the Portland Civic Theatre Guild in all promotional materials pertaining to work created with support of the award.
3. Recipient will make a brief presentation to the Guild membership after completion of the project.

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Applicant/Theatre Company \_\_\_\_\_  
Contact Person (if company) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Application Requirements:**

**These requirements must all be followed for the application to be considered.**

1. Complete the application form.
2. Responses to each of the items below (1-3) should be no longer than one page in length.
3. Applications from an individual should include a resume and two signed letters of recommendation.
4. Supplementary material is optional but limited to three single-sided pages. This could be a mission statement, press clippings, illustrations, etc. DO NOT send audio or video files.
5. Combine all application materials into ONE PDF document and email it to [margaretlouisechapman@gmail.com](mailto:margaretlouisechapman@gmail.com) with cc to [worleyk@reed.edu](mailto:worleyk@reed.edu) with "PCTG Brand Application (Applicant Name)" in the subject line. Application must be received by **March 20, 2021** to be eligible.

When answering the following, please place each response on a separate page using a 10 or 12-point font. Number and restate the question at the top of each page, above your answer.

1. Explain how you would use the award.
2. How do you think this will benefit the youth of the Portland metropolitan area?
3. Attach a one-page budget and explain how the funds will be used. If other grants are listed, please specify if 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 grants do not materialize.

**All applications must arrive no later than March 20th, 2021.**