

2022 Isabella Chappell Award Application
\$5,000 to be awarded

PURPOSE

The Isabella Chappell Award in Support of Theatre provides funds to be used by a theatre company for capital expenditures, including digital infrastructure, but may not be used for general operational or production expenses. The award honors Isabella Chappell, General Manager of the Portland Civic Theatre for 18 years.

PROCESS

Award recipient will be chosen by a Selection Panel appointed by the Portland Civic Theatre Guild Endowment Committee.

ELIGIBILITY

All theatres in the Portland Metro area are eligible to apply. Funds are intended to be used only for capital expenditures, including digital infrastructure, but may not be used for general operational or production expenses. Applications must be received by April 29, 2022.

EVALUATION CRITERIA

Applicant will be evaluated in the following areas:

- quality of application
- feasibility of successful completion of project
- potential for enhancement of productions

APPLICATION PROCEDURE

1. Applicant must submit a complete application by email to margaretlouisechapman@gmail.com with cc to worleyk@reed.edu.
2. Submission deadline is April 29, 2022.
3. The award will be made by June 10, 2022. All applicants will be notified by letter from the Guild president.

If you have questions, please contact:

Margaret Chapman at margaretlouisechapman@gmail.com

CONDITIONS OF AWARD

1. Funds must be used prior to June 30, 2023.
2. Credit must be given to the Portland Civic Theatre Guild in all promotional materials during your theatre's 2022-2023 season.
3. Recipient will make a brief presentation to the Guild membership after completion of the project.

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Theatre Company _____
Contact Person _____
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. Supplementary material is optional but limited to three pages. This could be a letter of reference, press clippings, illustrations, etc. DO NOT send audio or video files.
4. Combine all application materials into ONE PDF document and email it to margaretlouisechapman@gmail.com with cc to worleyk@reed.edu with “Chappell Award App (Theatre Name)” in the subject line. Application must be received by **April 29, 2022** 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 your theatre company?
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 April 29th, 2022.