**theatre works!**

**Frequently Asked Questions**

**and**

**Terms (US)**

**Who can apply for a tw! grant?**

- theatres supporting schools or community groups where a minimum percentage\* of children are Free School Meal students. Preference is given to schools with higher FSM%. Please use published government figures for each school.

- children should be aged 7-16.

\*This percentage will vary dependent in part on the FSM% in individual states. Please contact info@theatreworks.global for further information.

**What does the charity pay for? How large are your grants?**

- we pay for theatre tickets, transport, and related workshops. Typically, we do not expect to pay more than $20 per theatre ticket.

- our maximum grant is $5,000. The minimum is $1,000.

- we encourage theatres to provide at least the standard student reductions on theatre tickets and transport. Please endeavour to use the most economical transport available.

- if a grant is given for a curriculum-based play, we only pay for FSM students, e.g. if students are studying Hamlet in class and will be attending a theatre performance of Hamlet.

- every effort should be made to ensure FSM students are not singled out

- the play must be a professional production

**How does the grant process work?**

- an independent Grant Review team looks at grant applications on a rolling basis

- we aim to provide a decision within 45 days of receiving your application. Please plan well ahead, particularly for Christmas programs.

- the number of FSM students who attend should reflect the percent of FSM students in the school. You will be asked to confirm this in an Evaluation report.

- 80% of the agreed grant is paid prior to the event, as required. Please submit an initial invoice for 80% of the grant, with a balancing invoice once a satisfactory Evaluation Report has been submitted. Please attach copies of any relevant invoices, such as from the transport company, if relevant.

**Can I challenge the decision on my grant?**

The decision on a grant application is final; we do not engage in discussions on reasons for our decisions. You may make a subsequent application.

**Can I apply every year?**

Yes, but a school or community group is eligible to receive a grant every other year, i.e. schools must not have received a grant in the previous year.

**Do I need to provide feedback?**

**-** we ask you to complete an Evaluation report within two weeks of the performance date; the final 20% of the grant will be paid when we receive a satisfactory report.

- the Evaluation report should include total number of children who attended, number of FSM students, direct quotes from children and teachers, and photos and short videos where possible. Please ensure you have the necessary parental permission for photos and video. We do not identify children by name.

**Is there a time limit for grant payments?**

Yes, you have three months from the date of our approval of your grant application to claim your grant i.e., by submitting your initial 80% invoice. Similarly, you must claim the balancing 20% within three months of the performance otherwise you will forfeit payment.

**What else is required?**

**-** we ask that theatre works! is given credit in any accompanying communication material. Theatre publicity of our grant support should include the theatre works! logo. Brand Identity information is available in the Brand section at the bottom of our website homepage.

- we need to comply with various regulations. Please read the following Fine Print section; your signature on the application form confirms you have read and agreed to these requirements.

**The Fine Print, Writ Large**

By signing the tw! Grant Application form theatre management acknowledge that they have appropriate child safety policies and commitments in place in line with Federal and state laws, regulations and guidelines (see [SchoolSafety.gov](http://SchoolSafety.gov) for references).

You confirm that the grant will only be used for the purpose outlined in the application, and any unspent funds will be returned to us.

If false information is provided or funds are used for purposes outside those outlined, we will require repayment of funds.

theatre works! will not accept responsibility for any claims arising from the events for which funding has been agreed.

You agree that we can make public the name of the school(s) or sponsoring organisation that receives benefit from our grant to you.

You agree that any information provided to us, including quotes and photos from children and teachers, can be used for the charity’s promotional purposes.

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