



**CREATE MOMENTS THAT MATTER**

## **Balboa Theatre Grant Fund**

### **Purpose**

The Balboa Theatre Grant Fund was established to support local, non-profit organizations in their use of the Balboa Theatre. The intention was to make the production of an event at the Theatre as affordable and accessible as possible to the San Diego Community.

### **Background**

The Historic Balboa Theatre was renovated by the City of San Diego's Redevelopment Agency, and re-opened for use in January 2008. When the funding was provided for the Theatre's \$26.5M restoration, the original Redevelopment Agency committed that the Balboa Theatre would be retained as a public asset for the benefit of the community. One of the goals of this commitment was that the Balboa Theatre would be made as affordable and accessible as possible to local non-profit organizations.

Following the renovation, the Balboa Theatre's Opening Gala was held on January 31, 2008 as a fund-raising event. Net proceeds from the Gala were used to establish the Balboa Theatre Endowment Fund. The Fund was placed on deposit with the San Diego Foundation and is administered in accordance with endowment guidelines of the San Diego Foundation under the guidance and administration of the Balboa Theatre Endowment Fund Committee.

Distributable portions from this fund are requested by San Diego Theatres annually from the San Diego Foundation, and recorded in account 3300-Balboa Theatre Grant Fund.

### **Balboa Theatre Grant Fund Committee**

The Balboa Theatre Grant Fund Committee is comprised of Vice Chair of the Board of Directors, President & CEO, VP Strategy and Business Development, Director of Finance and CFO Consultant. This Committee maintains the overall authority and responsibility for the oversight, guidelines, application review, criteria for evaluation, grant approval, and reporting of the Fund's administration. Staff support for the Balboa Theatre Grant Fund shall be provided by San Diego Theatres.

### **Eligibility**

The eligibility for potential grants are limited to specific uses of the Balboa Theatre by non-profit organizations whose headquarters are within San Diego County and have current designation by the IRS as a 501(c)3 with tax exempt status. The applicant's use of the Balboa Theatre may be for educational activities or for public performances, either of which an admission fee may be assessed to help cover the cost of the activity or event.

Events that are religious or political in nature are not eligible for funding.

To eliminate any potential or perceived conflict of interest, events to be presented or produced by the Commission for Arts and Culture, Balboa Theatre Foundation, San Diego Theatres, or any organization to which any Committee member may be on the Board of, or directly affiliated with, shall be not be eligible for grant funding.

### **Use of Grant Funds**

Approved grants will be limited to the partial funding of the event expenses directly related to the use of the Balboa Theatre, such as the Theatre's license fee, staffing, stagehands, ticketing and/or in-house equipment use fees. These funds will be paid directly to the operator of the Balboa Theatre on behalf of the applicant for the specifically approved event activity.

Prior to any disbursement of Grant Funds, the Applicant must have a fully executed License Agreement for the use of the Balboa for the applicable event and must be in conformity with the License Agreement's terms and conditions.

Grant Funds will not be made available for the Applicant's artist fees or for production, marketing, promotion or administrative expenses.

### **Application Process**

Annually, the Balboa Theatre Grant Fund Committee shall consider applications for grant funding support of proposed Balboa Theatre events by local non-profit organizations.

Applications shall be submitted in accordance with the requirements specified on the Application form. The Application form shall be reviewed annually by the Committee for potential editing and revisions. The Application form shall be made available to potential applicants no later than March 1 each year for the upcoming event period of July 1 through June 30.

Applications shall be accepted March 15 through April 30 for upcoming events scheduled for July 1 through June 30.

The Committee shall review the proposals, consider potential allocations and advise applicants of funding decisions no later than June 1 for events to occur in the upcoming twelve months from July 1 through June 30.

Qualifying organizations may submit applications for each of their scheduled events (July 1 – June 30), but the committee reserves the right to limit grant awards to any individual organization within a fiscal year and within established limits of fund assets.

### **Approved Grant Funding**

Upon notification of approval of grant funding, the applicant shall agree to the terms of the grant acceptance per the award letter, as well as a Balboa Theatre License Agreement within

sixty days of the notification. Failure to do so will void the grant funding and preclude eligibility for re-application for one year.

If the event or activity that was to receive the grant funding is cancelled, postponed or significantly altered after the acceptance is executed, the recipient agrees to promptly notify the Committee and shall continue to be subject to the terms and conditions of the executed License Agreement and shall assume responsibility for any fees or charges which were to be funded by the Grant Agreement.

**Post Event Reporting**

Within thirty days following the funded event, a post-event report shall be submitted by the grant recipient. The report shall provide a narrative of the overall event as well as detailed information on attendance, income including ticket sales, sponsorships, underwriting and any other event-related revenues, ticket distributions, and all expenses. The net financial results from the event shall be reported.

**Balboa Theatre Grant Fund**  
**Request for Grant Funds Application for events occurring at the Balboa Theatre**  
**July 1, 2023 – June 30, 2024**  
**Due no later than April 30, 2023**

1. Organization Name:
2. Address:
3. Primary Contact:
4. Phone/Email
5. Officer Authorized to Execute Agreements:
6. Federal ID:
7. State the primary purpose and/or mission of your organization
8. For what specific event/activity at the Balboa Theatre are the funds requested?
9. Briefly describe the event/activity:
10. Is the event/activity new, or is it a continuation or re-occurrence of an existing event/activity?
11. How will the San Diego community benefit from this event/activity?
12. Amount of grant that you are requesting:
13. Provide a detailed budget of the event/activity including all projected income, underwriting, sponsorships and in-kind donations as well as all out-of-pocket, incremental expenses specifically associated with this event (do not include allocations or other on-going organizational expenses.)
14. Provide a copy of your organization's current approved budget as well as the most recent month's financial statements, including balance sheet.
15. Provide a copy of your current tax exempt determination letter from the IRS