

## National Playwright Residency Program Application - 2016 Round

- Application Deadline: September 15, 2015
- Three-year residences to commence in July 2016

### APPLICATION GUIDELINES AND FORM

Please provide information as requested below and submit the completed form and the required attachments.

- Submit materials to [NPRP@mellon.org](mailto:NPRP@mellon.org) by September 15, 2015 at 11:59 pm Eastern
- Applications that do not meet the core eligibility requirements will not be considered for support (you can confirm eligibility criteria [here](#)).

### THEATER INFORMATION

Legal name of theater:

Theater dba (if applicable):

Legal address:

Year of founding (2010 or earlier):

Number of paid, full-time employees (minimum two):

Total operating expenses, last fiscal year:

Average annual operating expenses, last three fiscal years (minimum \$300,000):

Is the theater a registered 501(c)(3) nonprofit?      Yes      No

### CONTACT INFORMATION

Name of Playwright:

Email/Phone:

City and State of Residence:

Name of Artistic Director:

Email/Phone:

Grants Management Contact Name:

Email/Phone:

**PRODUCTION INFORMATION**

History of professional productions of playwright's work (*minimum 2; list title, producing theater, city, state, and year*):

List of productions of playwright's work at the host theater (*minimum 1; list title and year*):

**SALARY**

Please propose a salary for the playwright based on the salary level of senior management of small- to mid-sized theaters or upper-middle management of larger theaters.

***Year 1***

- Base Salary:
- Taxes:
- Benefits and Fringe:

***Year 2***

- Base Salary:
- Taxes:
- Benefits and Fringe:

***Year 3***

- Base Salary:
- Taxes:
- Benefits and Fringe:

**TOTAL SALARY AND BENEFITS:**

**Letters of Intent - Please paste letters and organizational information into the form fields found on the next two pages.**

*Artistic Director letter of intent (1500 words or less)*

*Playwright letter of intent (1500 words or less)*

Letters should be written by the artistic director and the playwright and address the following:

- Explanation of why you wish to participate in a multi-year residency program, and your capacity to undertake the work at this time;
- Relationship of the theater and the writer to the community, and the impact a residency could have on that community;
- Potential impact of the residency on the playwright, the theater and its staff;
- What elements, resources, or interests you would each bring to the residency beyond the grant funds (for example, affiliations or partnerships with academic or other community institutions, interest in building capacity as a director or teaching artist, etc.);
- Description of anticipated external commitments (other commissions and productions, directing engagements, teaching responsibilities, etc.) for both playwright and artistic director during the grant period, and how communication would be maintained and time away would be handled;
- How the proposed salary fits into the broader salary structure of the institution;

***Organizational Overview***

Organizational overview highlighting the mission, history, and major accomplishments of the theater (600 words or less)

***Artistic Director Biography***

(200 words or less)

***Playwright Biography***

(200 words or less)

THE  
ANDREW W.

**MELLON**  
FOUNDATION

*Artistic Director – Letter of Intent*

By signing this Letter of Intent, I certify that I have personally generated the content/narrative for the NPRP 2016 Application. I agree to work with HowlRound and The Andrew W. Mellon Foundation to develop a plan for documenting the activities of the residency for both evaluation and public dissemination, should my application be accepted.

THE  
ANDREW W.

**MELLON**  
FOUNDATION

*Playwright – Letter of Intent*

By signing this Letter of Intent, I certify that I have personally generated the content/narrative for the NPRP 2016 Application. I agree to work with HowlRound and The Andrew W. Mellon Foundation to develop a plan for documenting the activities of the residency for both evaluation and public dissemination, should my application be accepted.

THE  
ANDREW W.

**MELLON**  
FOUNDATION

*Organizational Overview*

*Artistic Director Biography*

*Playwright Biography*