



To submit your application, email tcbfboston@gmail.com, or mail to:

TCBF
PO BOX 327
411A Highland Ave
Somerville MA 02144

Please be sure to include the following:

- Completed application
- Short narrative outlining your situation and how you plan to use the TCBF funding (Word or PDF document)
- Resume (please be sure to highlight Boston credits)
- Income verification for the last 12 months (please remove or redact any sensitive information. If you need more details on how to do that, please check the link on the How to Apply page of our website.) Please include any of the following documents that apply to you:
 - Copies of W-2s or 1099s from your most recent tax filing OR your last tax filing
 - A typical pay stub (if you have a job with regular, consistent payment)
 - Unemployment insurance/PUA payments

Confidentiality Statement:

It is the policy of the Theatre Community Benevolent Fund that board members will not disclose confidential information obtained through their affiliation with TCBF to any person, including their relatives, friends, and business and/or professional associates. All information concerning applicants and the funds, including financial data and business records is confidential. “Confidential” means board members are not permitted to disclose applicants’ names or talk about them in ways that will make their identity known. Board members are cautioned to demonstrate professionalism, good judgement, and care to avoid unauthorized or inadvertent disclosures of confidential information. At the end of a board member’s term, he/she/they shall return and/or be removed from all documents, papers, and other materials, that may contain confidential information. This policy is not intended to prevent disclosure where disclosure is required by law.

Qualifications:

- Applicant must have an established and documented history of theatre related work in the Greater Boston area.
 - theatre related work includes, but may not be limited to: acting, directing, music directing, stage management, playing as a pit musician or band member for a theatrical production, choreographing, fight choreographing, intimacy coaching, dialect coaching, playwriting, design, technical/production work, back of house and crew positions, producing, administrative/staff positions at theatre companies, front of house, box office, theatre education (all ages and settings), puppetry, historical re-enactment, dramaturgy, and theatre criticism.
- Applicants may only apply once every six months
- Funds may be applied to costs associated with (but not limited to) the following:
 - Unexpected medical costs
 - Devastating acts of nature such as floods or hurricanes
 - Housing emergencies
 - Vandalism
 - Theft of tools or equipment
 - Loss of income during COVID shutdown
- TCBF funds **do not cover** costs associated with, but not necessarily limited to:
 - Failed business ventures--this includes failed real estate ventures (e.g., buying a house to rent or sell and not finding a renter or a buyer, owning an AirBNB that is not being occupied, etc.)
 - Elective surgery
 - Tuition for classes or academic programs
 - Non-essential purchases (i.e., not relevant to sustaining livelihood)

TCBF Board of Directors:

Amy Spalletta (President), Robert D. Murphy (Vice President), Karen Perlow (Treasurer), Ilyse Robbins (Clerk),
Joe Antoun, Sarah Gazdowicz, Alex Lonati, Sarah Newhouse, Maurice Emmanuel Parent,
Brian Robinson, Robert Saoud, Cheryl Singleton, Alexandra Smith, Julie Streeter, Kira Troilo
email: TCBFBoston@gmail.com

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While we realize that your need is urgent and considerable, you'll find that we are asking for a significant amount of information in this application.

The more detail and documentation we receive, the more quickly we can expedite your request and respond with assistance. Thank you.

2021 Application for Support – INDIVIDUAL THEATRE ARTIST

1. Name _____
2. Full Mailing Address:
Street _____ City/Zip _____
3. Pronouns _____
4. Phone _____ Email _____
5. Date of application _____
6. **AMOUNT REQUESTED: \$** _____
(If issued, grant may range from \$500 - \$2,500 depending on documented need and available TCBF funds.)
7. If not on your resume, please list any union/guild affiliations. How do you participate in the Boston theatre community? Are you a member of any local arts organizations (StageSource, EMACT, STAB, municipal arts council, etc.)?
8. Names and contact information for three references (2 professional, 1 personal):
9. Are you employed now? Full or Part time? _____
If no, do you have a job commitment or expect to be employed within the next three months?



10. Please approximate your full and part time income (including unemployment) for the last 12 months.

Please list your sources of income and the total you have received from each of them in the last 12 months.

11. Approximately what % of your income is theatre related? _____

Income from theatre related work includes, but may not be limited to, payments from: acting, directing, music directing, stage management, playing as a pit musician or band member for a theatrical production, choreographing, fight-choreographing, intimacy coaching, dialect coaching, playwriting, design, technical/production work, crew positions, producing, administrative/staff positions at theatre companies, front of house, box office, teaching theatre (all ages and settings), puppetry, historical re-enactment, dramaturgy, and theatre criticism

12. Are you part of a two-income household? _____ If yes, what is your TOTAL household income? _____

• Number of dependents: _____

13. Please list any other personal resources:

• Currently accessible savings:

• grants, fundraisers, crowdsourcing, etc. _____

14. Please specify your monthly expenses, if applicable:

• rent / mortgage payments _____

• utilities _____

• daycare _____

• health insurance _____

• student loan, credit card, and/or auto payments _____

Signature _____

Date _____

Thank you for your patience as we try to meet the unprecedented demand from our community.

Please send all materials to:

Email – TCBFBoston@gmail.com

or

TCBF

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