



NATIONAL ALLIANCE  
for MUSICAL THEATRE

NATIONAL FUND FOR NEW MUSICALS  
GRANT APPLICATION CHECKLIST

The entire online application must be completed at one time, from start to finish. You will NOT be able to save any information typed into or re-access a partially completed form. Please have ALL of the following items ready to go when you begin the application.

✓ **Project Narrative (900 word maximum)**

Provide the following information in this order & begin each section with the words IN CAPS:

- Provide a BRIEF PLOT SUMMARY FOR THE MUSICAL (no more than 5 sentences)
- Provide a BRIEF SUMMARY OF THE PROJECT
  - Is the work based on an original idea or on source material?
  - What is the theme and style?
  - What aspects are of significant artistic interest?
- What is the developmental HISTORY OF THE PROJECT?
  - What has happened in the past with this project?
  - Why do you think it is ready for a full production?
- Provide a DETAILED DESCRIPTION OF ACTIVITIES DURING THE PROJECT PERIOD.
- What is the planned SCHEDULE OF ACTIVITIES for your project period, including the timeline?
  - How will your planning support a creative, productive process?
  - Will your planning include multiple productions?
- Who are the primary CREATIVE ARTISTS?
  - Discuss their artistic strengths and why they were chosen?
  - What support are you giving them on-site, including access to rehearsal rooms, pianos, Internet, staff support, etc.?
- Describe the organization's PREVIOUS EXPERIENCE developing and producing new musicals in the last 2 years.
- Briefly describe your organization's applicable VENUES and MISSION.

✓ **Writers' Statement (300 word maximum)**

The composer, book writer and lyricist must submit a joint statement to convey their vision of their goals for this project, their reason for working with your organization on this project and how your organization can help them achieve their goals. Please directly address these points, as they are crucial to the decision-making process.

✓ **Artistic Coordinator Statement (300 word maximum)**

Submit a statement from the project's Artistic Coordinator on the Lead Organization's staff, discussing why the project was selected and its relationship to the artistic vision of the organization. The statement should also speak to the Artistic Coordinator's prior experience in new work development and address the process of selecting the cast and other artists.



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✓ **Joint Statement by Consortium Members, if applicable (600 word maximum)**

If your project includes one or more collaborating organizations, please provide a collective statement from the consortium members outlining the partners' reasons for joining the project, their respective roles and responsibilities, and how grant funds would be distributed among them. Is an agreement signed among consortium members? Who will be the consistent artistic voice in the process? Please acknowledge the members of the creative team who will stay throughout all of the phases of this project period.

✓ **Primary Creative Artists' Bios (1800 total word maximum)**

Submit brief, current bios of the composer, book writer, lyricist and other primary creative artists relevant to the project.

✓ **Rights Clearance & Permission from Underlying Rights Holder, if applicable**

For projects based on copyrighted material, submit a statement documenting the clearance of rights. Full clearance for every stage of production must be obtained before submitting an application. If there is a letter or an agreement from the underlying rights holder available, please also upload a SINGLE PDF including all supporting paperwork directly through the online application form.

✓ **Work Sample Index**

You may submit up to 7 work samples (Sample A, B, C...G)—3-6 audio samples and 1 written sample—entered IN ORDER OF PRIORITY. You will be able to upload the file(s) for each work sample directly through the online application form. The files should be titled as follows: "[Title of Work]—[Organization Name]—Sample [Letter]."

The audio samples should be selected from the musical being submitted. If no recording is available for that work, use other songs from the writing team in a similar style. Each track must be cued to the beginning of the section to be reviewed. (Note: Although all audio samples are considered part of the application and may be reviewed, it is likely that panelists will listen to no more than 10 minutes, so please prioritize wisely.)

The written sample should be in the form of a SINGLE PDF and consist of up to 10 continuous script pages, including at least one song contained in an audio sample to demonstrate integration of book-music-lyrics.

For each work sample, you will be asked to provide the following information:

- Description of sample
- Name of work
- Primary creative artist(s) who wrote the work
- Relationship of work to the project for which support is requested
- Special instructions for listening to and/or reading the sample



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- *For audio samples:* Key performers, as relevant
- *For written sample:* Which audio sample(s) are included in the text

Do NOT upload a full recording of the show or a full script as part of a work sample. You will have the opportunity to submit both later, as part of your Supporting Materials.

✓ **Supporting Materials**

**AUDIO:** Submit a copy of the most complete audio recording of the project electronically to [nationalfund@namt.org](mailto:nationalfund@namt.org) via email or, if the file is too large, a third-party sender such as [sendspace.com](http://sendspace.com) or [yousendit.com](http://yousendit.com). The tracks must be in a compressed (zipped) folder titled as follows: "[Title of Work]–[Organization Name]–Full Recording." Each track should be labeled with the song name and track title.

**WRITTEN:** Submit a SINGLE PDF full script for the project directly through the online application form, with the file "[Title of Work]–[Organization Name]–Full Script."

You may also elect to mail to NAMT a single demo and a printed copy of the full script. Please provide a proper track listing for the CD along with the script.

✓ **Project Budget**

Please download the project budget template from <http://namt.org/national-fund-app.aspx>. All total and subtotal formulas are already entered into the spreadsheet. Once completed, save the template as a SINGLE PDF. You will upload this file directly through the online application form. There are fields in the online form for required explanations, as notated in the template.

✓ **Lead Organization's Financials**

You will be asked to submit a ONE PAGE profit & loss statement from the most recently completed fiscal year, uploaded as a PDF directly through the online application. Please note if the numbers of audited or unaudited. There will be space for you to include additional notes about this financial information.