Tampa Bay Performing Arts Center, Inc.

Project Title:  General Program Support 2021
Grant Number:  21.c.ps.180.283
Date Submitted:  Friday, May 31, 2019

A. Cover Page  Page 1 of 10

Guidelines

Please read the current Guidelines prior to starting the application: 2021-2022 General Program Support Grant Guidelines

Application Type

Proposal Type: Discipline-Based

Funding Category: Level 3

Discipline: Sponsor/Presenter

Proposal Title: General Program Support 2021
### Applicant Information

- **Organization Name:** Tampa Bay Performing Arts Center, Inc.
- **FEID:** 59-2037085
- **Phone number:** 813.222.1034
- **Principal Address:** 1010 North W.C. Macllnnes Place Tampa, 33602-3720
- **Mailing Address:** 1010 North W.C. Macllnnes Place Tampa, 33602-3720
- **Website:** www.strazcenter.org
- **Organization Type:** Nonprofit Organization
- **Organization Category:** Other
- **County:** Hillsborough
- **DUNS number:** 144547908
- **Fiscal Year End Date:**

#### 1. Grant Contact *

<table>
<thead>
<tr>
<th>First Name</th>
<th>Donna</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>McBride</td>
</tr>
<tr>
<td>Phone</td>
<td>813.222.1034</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:donna.mcbride@strazcenter.org">donna.mcbride@strazcenter.org</a></td>
</tr>
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#### 2. Additional Contact *

| First Name | Julie |
Last Name
Britton

Phone
813.222.1035

Email
julie.britton@strazcenter.org

3. Authorized Official *

First Name
Judith

Last Name
Lisi

Phone
813.222.1007

Email
judy.lisi@strazcenter.org

4. National Endowment for the Arts Descriptors

4.1. Applicant Status

Organization - Nonprofit

4.2. Institution Type

Performance Facility

4.3. Applicant Discipline

Multidisciplinary

5. Department Name
C. Eligibility  Page 3 of 10

1. What is the legal status of the applicant? *
   - Public Entity
   - Nonprofit, Tax-Exempt
   - Solo or Individual artists or unincorporated performing company
   - Other (not an eligible response)

2. Are proposed activities accessible to all members of the public? *
   - Yes (required for eligibility)
   - No

3. Do proposed activities occur between 7/1/2020 - 6/30/2021? *
   - Yes (required for eligibility)
   - No

4. How many years of completed programming does the applicant have? *
   - Less than 1 year
   - 1-2 years
   - 3 or more years (required minimum to request more than $50,000 in GPS)
D. Excellence  Page 4 of 10

1. Applicant Mission Statement - (Maximum characters 500.) *

The Straz Center’s mission is to inspire, educate and enrich our entire community through the transformative power of the performing arts.

2. Proposal Description

Describe the project or program for which you are requesting funding. Include goals, fully measurable objectives, activities, partnerships/collaborations, and a timeline. If you are an LAA or SSO, please include a statement that describes the services provided to your audience (including membership) and how those services are provided.

2.1. Goals, Objectives, and Activities - (Maximum characters 5000.)

Goals: Broad statements that are usually general, abstract, issue oriented with realistic priorities. Goals are a long-term end to which programs and activities are developed and should reflect the organization’s mission statement. Goals can be listed in priority order and ranked.

Objectives: Specific, measurable ends that are achievable within a time frame and mark progress towards achieving goals.

Activities: These are the specific activities that achieve the objectives.

GOALS

Lead the state and performing arts field in visionary artistic programming and arts education: providing a high quality, diverse and relevant cultural and performing arts menu; setting the standard in innovative performing arts education; and reflecting the diverse cultural life of our entire community.

In addition, our programmatic goals for regional and statewide impact, as well as facility and operational goals, are further detailed in our new 2017 – 2021 Strategic Plan (Attachment).

OBJECTIVES

Our objectives include achieving excellence and diversity in year-round programming and being accessible to artists, residents and visitors of Tampa Bay and to statewide presenting colleagues.

1) Present and produce world-class performing arts: 2,000 events, serving 600,000 people of all ages

2) Further our artistic development: producing performing arts not otherwise available

3) Provide culturally relevant arts education with significant impact: engaging 60,000 people
in challenging, accessible on- and off-site performing arts education experiences for all ages

4) Support professional development of 7,500 emerging and accomplished national and local Florida artists and arts educators

5) Nurture a culture that values people, delivers superior customer care, and embraces innovation by increasing engagement with audiences on-site, in the community and online

6) Maintain a strong economic impact of up to $100 million and 1,800 FTE jobs on Florida’s economy

ACTIVITIES

Our 2020-21 Season will include a full range of accessible, age-appropriate performing arts events; a comprehensive arts education program; and artists from across Florida and around the world. We will:

• **NEW:** This will be our third season to expand our new STRAZ SALUTES INITIATIVE to engage Tampa Bay’s diverse military and veteran community in multidisciplinary arts, arts healing and artist residencies. As a result of this work, we are also one of 11 organizations nationwide selected to work with the National Endowment for the Arts, Americans for the Arts and the Department of Defense to build a Creative Forces / Community Connections Demonstration Program.

• Present a full season of the finest, most diverse music, dance, theater, opera and comedy, tying events to tourism, regional festivals, public placemaking and cultural collaborations with local and regional culture and tourism partners

• Produce a series of challenging plays through theater in residence, currently the locally acclaimed and nationally recognized Jobsite Theater

• Contract up to 10 major Broadway tours, including two long-running shows

• Produce musical cabaret and opera through the Jaeb Cabaret and Opera Tampa programs and Club Jaeb singer/songwriter series

• Engage up to 50 underserved and geographically remote schools and community groups in application-based Arts Education Partnerships Program

• Train performing arts students and artists of all ages and skill levels at the Patel Conservatory

• Present performing arts students on Straz stages, including Patel Conservatory Youth Pit Orchestra, Youth Theater Program, Classical Ballet Program, Next Generation Ballet, Youth Jazz Ensemble, Youth Choir, and Adult & Youth Dance Programs; as well as the Florida High Schools Annual Thespians Conference

• Provide performance space and assistance to local constituent organizations, including The Florida Orchestra and Jobsite Theater

• Generate maximum attendance and cultural tourism awareness with a comprehensive marketing plan
Our staff researches local to international talent based on quality, genre, diversity, availability and ability to interface with arts education and community interests. We preview artists and performances in-person, nationwide, via agency materials and at booking conferences. Each season is built a year out, allowing time for budgeting, marketing, fundraising, facility preparations and balancing our schedule.

PLEASE SEE OUR GRANT ATTACHMENTS: Our Grant Attachments also demonstrate the variety and merit of our programs.

2.2. Partnerships & Collaborations - (Maximum characters 2000.)

Describe any partnerships and/or collaborations with organizations directly related to the Specific Cultural Project (SCP) or General Programing (GPS). Discuss the responsibilities and benefits of the relationship and whether any formal agreements are in place.

Our partnerships include local artists, artist educators, arts organizations and agencies, economic development and tourism, universities and colleges, community groups, festivals and events.

ARTS EDUCATION: Our 2019 Arts Education Partnerships list is included in our support materials. Through our collaboration with Hillsborough, Pinellas and Pasco County Schools, we provide arts education curricula and activities for underserved K-12 children in 52 Title 1 schools and community programs.

We also partner with the FL High Schools Thespians Conference to host an annual week of showcasing, workshops, performances, awards and comradery for theater students statewide.

STRAZ SALUTES INITIATIVE: Our partnership with Tampa’s James A. Haley Veterans’ Hospital engages Straz Center programs and arts education offerings in building creative cultural bridges to help veterans and their families in healing and transition into community life. We collaborated with the NEA and FL Div. of Cultural Affairs to host the 2017 Creative Forces Summit and were selected as one of 11 organizations nationwide by the NEA, AFTA and the Dept. of Defense to build Creative Forces demonstration programs. This resulted in our VetArtSpan Initiative, which currently includes an extensive residency with the Diavolo dance company to provide dance therapy for Tampa Bay veterans, partnering with the VA Hospital, and developing a public performance with these veterans and inspired by their residency experiences.

Our partnership with the VA Hospital began by engaging veterans to develop an outdoor visual art exhibit that was displayed in large frames along the Straz Center Riverwalk. The exhibit theme was The Bill of Rights and expresses what our veterans fought for. Our next exhibit will be about the Medal of Honor and will be in Oct. 2019 when the National Medal of Honor Convention will be in Tampa. We are also partnering with the Medal of Honor Convention to provide with arts and cultural programming.

Another partnership is with MacDill Air Force Base to deliver arts education programs for the
children of the 600 active duty families living on the base.

Local partnering arts constituent:

Jobsite Theater (play series and school field trip performances)
The Florida Orchestra
The Master Chorale
Tampa Bay Children’s Chorus
Heralds of Harmony
Gulf Coast Youth Choir
Tampa Bay Symphony
USF Music Department

2.3. Timeline - (Maximum characters 2000.)

List timeline of activities during the grant period.

BROADWAY SERIES: Oct. – May; Six major tours from Broadway or London

BROADWAY ENCORE SERIES: June - Sept.; Up to four popular returning tours

OPERA TAMPA SERIES: Dec. – Apr.; Three grand opera productions, concerts, films, outreaches, lectures, on multiple stages and settings region wide

CULTURAL INTERSECTIONS: Jan. – May: Up to seven artist residencies exploring and celebrating authentic cultural artistic expression transcending socio-cultural boundaries

JAEB THEATER SERIES: Nov. – Aug.; Up to three cabaret productions

LIVE & LOCAL: Year-Round; Expand to 12 local singer/songwriters featured free in outdoor Straz campus settings

@ STRAZ ON THE RIVER & STRAZ LLIVE! In the Park: Year-Round; Multiple outdoor public engagement projects of varying disciplines, form permanent public art to touring public experiences

JOBSITE THEATER SERIES: Sept. – Aug.; Six plays cutting edge to classical, expanded to include 24 performances of two school field trip productions

MUSIC WITH A TWIST: Sept. – May; Up to six concerts by diverse artists from around the world

CLUB JAEB SERIES: Sept. – May; Expand to eight intimate concerts with popular and
rising artists

DANCE AT THE STRAZ: Dec. – May; Four to six national and international classical to contemporary programs; two Next Generation Ballet productions

THEATER & COMEDY AT THE STRAZ: Oct. – May; Up to 10 of America’s most popular and/or cutting-edge artists; theater, dance, comedy, magic and storytelling, from ensembles to single artists

SCHOOL FIELD TRIP SERIES: Oct. – May; 12 – 15 educational, curriculum-connected programs in theater, dance, music, puppetry, storytelling. For K-12

WEE FOLK SERIES: Oct. – May; Up to five early childhood plays for toddlers and parents

KID TIME SERIES: Oct. – May; Up to five children’s plays and concerts on Saturdays and Sundays for families

PATEL CONSERVATORY CLASSES: Year-Round; Over 90 classes, camps, master classes, seminars and workshops in music, dance, theater, comedy, and stagecraft

ARTS EDUCATION SCHOOL & COMMUNITY PARTNERSHIPS: Oct. – May; Expanded to 52 outreach partnerships with K-12 schools and agencies serving marginalized children.

PATEL CONSERVATORY STUDENT PERFORMANCES: On Straz Center stages at the end of fall, spring and summer sessions highlight student achievements

ACCESS ARTS SCHOLARSHIPS: Oct. – Sept.; Conservatory faculty work with arts education partnerships to identify, recruit and scholarship underserved students
E. Impact

Instructions

Do not count individuals reached through TV, radio, cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Applicants to the UCCD Salary Assistance category should calculate the number of individuals benefiting based on the number of jobs the grant funds in the application is supporting. If it is only one (1) position, then the number of individuals benefiting should be one (1).

1. What is the estimated number of proposal events? *

750

2. What is the estimated number of opportunities for public participation? *

8,700

3. How many Adults will be engaged? *

527,500

4. How many school based youth will be engaged? *

50,000

5. How many non-school based youth will be engaged? *

15,000

6. How many artists will be directly involved? *

7,500
Total number of individuals who will be engaged?
600000

7. Select all categories that make up 25% or more of population directly benefitting (excluding broadcasts and online programming): *

- Children/Youth (0-18 years)
- Young Adults (19-24 years)
- Adults (25-64 years)

8. Select all categories that make up 25% or more of population directly benefitting (excluding broadcasts and online programming): *

- Black/African American
- Hispanic/Latino
- White

9. Additional impact/participation numbers information (optional) - (Maximum characters 500.)

Use this space to provide the panel with additional detail or information about the impact/participation numbers.

@The Straz

Present or produce all performing arts
Best artists to FL
Placemaking to engage all
Arts & culture as resource for economic growth, tourism, education & communities
Business & tourism partnerships for economic development
Education leadership as resources for year-round arts education programs
Resources, training & services to make arts accessible
Employment & achievements of FL artists & arts educators
Economic opportunities & partnerships that attract new performing arts projects to FL
State & national relationships that recognize/enhance FL's leadership in cultural resources

10. In what counties will the project/program actually take place?
Select the counties in which the project/programming will actually occur. For example, if your organization is located in Alachua county and you are planning programming that will take place in Alachua as well as the surrounding counties of Clay and St. Johns, you will list all three counties. Please do not include counties served unless the project or programming will be physically taking place in that county. *State Service Organization* applicants: Select all counties that will be served by your programming.

- Hernando
- Hillsborough
- Manatee
- Pasco
- Pinellas
- Polk
- Sarasota

11. Proposal Impact - (Maximum characters 3500.) *

Describe the economic impact of your organization as a whole and of the proposal in particular on your local community. Include a description of your proposal’s education and outreach activities.

*Organizations:* Include the economic impact of your organization as a whole.

*Solo Artists:* Include any positive social elements and community engagement anticipated from the project.

We serve nearly 600,000 residents and visitors in the Tampa Bay region with excellence in programming and arts education, free campus/public placemaking activities, award-winning accessibility and inclusion, sincere community relationships, and informative marketing. We provide world-class performing arts programs and learning experiences 365 days/year, contributing to the cultural health and dynamics of the region.

With an average operating budget of $45 million, we generate an estimated economic impact of $120 million in our region and provide over 600 FT, PT, contracted jobs at the Center. Our spending and our audiences' spending impact 1,800 local jobs and generate $7 million in state and local revenue. Our audiences and operations benefit from over 900 volunteers providing over 70,000 hrs. of service in administration, programming and education. *We:*

- Implement a diverse slate of programs
- Apply evaluations to ongoing program decisions
- Respond to artistic, community and market trends
- Build inclusive ethnic and urban programs to serve target populations
- Incorporate ethnic and urban elements in mainstream programming
- Collaborate with local artists and cultural groups to serve specific cultural interests
• Build interactive bridges between the community and our performance and educational offerings

Our service area is the seven-county Tampa Bay region. The total population is over 4.4 million, and it will reach 4.6 million by 2020. It is the largest metropolitan area in Florida - second in the Southeast to Atlanta. Median Age: 44; Median household income: $45,500.

**Age distribution:**

20.00% age 17 & under
19.74% age 18 – 34
38.74% age 35 – 64
21.52% 65 & over

**TAMPA BAY FACTS**

(Tampa Bay Partnership)

14th largest U.S. media market
192,780+ businesses in 2016
2.0 million in workforce

**Education & Outreach**

Our Patel Conservatory is fully accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, which also accredits Florida public schools, including the Hillsborough Co. Schools system. Our Arts Education & Outreach Programs serve students of all ages, and our key arts education goal is:

*Provide a diversity of innovative on- and off-site educational performing arts experiences through classes, arts enhancement activities, residencies, performances, and school and community partnerships.*

**Our Arts Education & Outreach programs:**

• Nurture the creative process of youth and adults by sparking their imaginations and expressions

• Encourage children and adults to interact in developing innovative learning, artistic and life skills

• Reach beyond traditional boundaries to make the arts more accessible to the community through subsidized outreach, partnerships, scholarship and community ticket programs

• Challenge advancing students and artists to obtain mastery of artistic skills
During the 2020-2021 season, up to 60,000 students will participate in:

- Patel Conservatory classes, camps, workshops, master classes, seminars and student productions
- School Field Trip, Wee Folk and Kid Time educational performances
- Arts education outreach, school and community partnerships, artist residency programs, and student performances
- Performance lectures, post-show Q&As, study guides, teacher training

Accomplished Florida Artists lead all our Patel Conservatory programs and our arts education outreach programs at schools and community venues. Conservatory offerings range from intro courses for arts enthusiasts and beginning students to training for advancing students, emerging and professional artists. Our outreach programs include multiple levels of School & Community Arts Education Partnerships. These range from ongoing arts curriculum, artist residencies, show-related projects and workshops to performance ticket subsidies and conservatory scholarship opportunities.

Outreach Programs & Venues include community centers, hospitals, schools, shelters, veterans’ groups. We specifically target children at risk, special abilities youth, veterans and their families, underserved residents in remote areas, migrant communities, the elderly, and those physically unable to visit the Straz Center.

12. Marketing and Promotion - (Maximum characters 3500.) *

Describe the marketing/promotion/publicity plans and audience development/expansion efforts as related to the proposal. For example, include information on advertising, social media, collaboration with local organizations, brochures, etc.

The Straz Center has a dedicated in-house Marketing Department with 19 field representatives, design artists and specialized support staff, ranging from Chief Programs & Marketing Officer, Directors of Marketing, PR, Creative, Digital Media, Publications, and Video Projects, to Marketing Managers of Broadway, Education, Audience Development, Digital Media, Graphics, and Group Sales. These skilled professionals work closely with local, state and national media, hotels, visitor centers, convention centers, visitor bureaus and VISIT FLORIDA to cross-promote our programs. We also have two full-time Education Marketing Coordinators who focus only on arts education and outreach programs.

Our marketing staff is charged with identifying ongoing and potential new audiences and, with input from senior staff, devising marketing and audience development strategies. These strategies are detailed in the Center’s annual operating plan. In addition to a fully developed advertising and public relations system, staff members market to groups, design and operate STRAZCENTER.ORG, OPERATAMPA.ORG and PATELCONSERVATORY.ORG, develop
numerous print marketing tools, develop mailing lists, send informational mailings, make public speaking engagements, and coordinate special events to engage the community and attract a wide variety of new patrons to Straz Center performances, programs and activities.

With tourism marketing support from the Hillsborough County Tourist Development Tax, our marketing staff works closely with Visit Tampa Bay (CVB) to advertise Straz Center shows and programs through direct advertising and campaign promotions in statewide, national and global markets.

Straz Center marketing staff also uses its extensive distribution channels and implements innovative ways to attract interest and attendance, including our very popular E-Center Newsletter, a myriad of social media (ranging from the Culture Shock Blog and Twitter to Facebook, MySpace and YouTube), and website virtual tours. Marketing staff also:

- Target specific niche markets with ads in publications such as La Gaceta, Watermark (LGBT), and the Florida Sentinel
- Promote events to culturally specific audiences by being regular presenters on ethnic radio talk shows
- Engage a wide range of travel and Internet media
- Maintain strong advertising relations with national press such as The New York Times, leading performing arts programs Metropolitan Opera PLAYBILL, Kennedy Center PLAYBILL, and industry publications such as VARIETY, Billboard and Venues Today.

Attendance from outlying/suburban communities is also addressed through ongoing audience development initiatives and community outreach events at bookstores, malls, etc. The Straz Center also produces Center TV, a monthly cable television show that is aired daily on the local cable network, featuring upcoming artists, events and behind-the-scenes stories.
1. Fiscal Condition and Sustainability - (Maximum characters 1750.) *

Describe the fiscal condition of the organization as it relates to the successful completion of the proposal. Also describe plans to sustain the proposal activities after the grant period.

Fiscal Stability & Sustainability

The Straz Center’s fiscal condition is healthy due to sustained efforts by the administration and board to ensure long-term stability for the organization. We have not had an accumulated debt since 1996. Operational stability is secured by a positive cash position due to advanced season and individual ticket sales. In addition to ticket and tuition income, we consistently seek new earned revenue sources such as facility rentals, concessions, retail sales, and catering. We also re-project our operating budget on a quarterly basis.

Our Annual Campaign raises approximately $7 million in contributed revenue and in-kind services from individuals, corporations, foundations, special events, our board of trustees and public entities to help support our annual budget for programs and operations, which averages approximately $45 million. Campaign goals increase yearly and are achieved through the combined efforts of staff and community volunteer leadership.

Our board, comprised of 64 community leaders, contributes more than $450,000 and leverages additional gifts to help raise more than $4.5 million in private support for annual operations. Their advocacy also helps secure funding from the City of Tampa, Hillsborough Co. and the State. Our 900+ volunteers provide 70,000 hours of service, valued at $567,000, to help make us one of the top performing arts facilities in the nation.

We have developed our process for programming over the course of 32 years and use many funding sources to bring our programs to fruition. Local and national industry partnerships, field representatives and colleagues also contribute to the professional caliber of artists, craftsmen, and arts administrators engaged in our program development.

2. Evaluation Plan - (Maximum characters 1750.) *

Briefly describe your methods and processes for gathering, analyzing, and reporting data to evaluate your programming with the purpose of improving, deciding to continue, or stopping.

We are operating under our 2017 -2021 strategic plan (see attachments) that allows for measuring accomplishments to strengthen our mission.
Tools used to measure our outcomes: institutional statistics, audience surveys, arts education assessments, evaluation rubrics, performance reviews, participant/parent/teacher interviews and surveys, audio/visual documentation, strategic planning surveys, ticket sales and enrollment data. Assessments are also used for discovering community, programming, arts education, operations and facility needs.

We involve artists, students, teachers, parents, patrons, community members, organization leadership, volunteers, staff, business managers and consultants in program design, strategic planning, needs assessments, and in evaluation processes.

2009: contracted and built assessment system for arts education programs.

2009: contracted firm to measure impact on tourism and hotel room nights.


2012: Patel Conservatory fully accredited by the SACSC-ASI.

2015: Engaged national firm in master planning for updating the facility for future generations.


2017: Conducted feasibility study of region’s capacity to support a capital campaign for all or a portion (phase) of our new master plan.

2017: participated in new AFTA Economic Impact Study for Hillsborough Co.

2019: Updated AFTA Prosperity V economic impact data for Straz Center

WE EVALUATE:

Artistic excellence
Audience development
Program scheduling
Performance diversity
Collaborations
Education program quality, effectiveness
Education program diversity
Student showcasing, skill demonstration
Community outreach, fulfillment
Budgeting
Ticketing
Marketing, promotions
House management

OUTCOMES MEASURED:
Attendance
Ticket sales
Group sales
Program costs
Audience trends
Student enrollment, achievement, re-enrollment
Community partnerships
Ticket subsidy & scholarship use
Media coverage
Media reviews
Peer reviews

3. Completed Fiscal Year End Date (m/d/yyyy) *
9/30/2018

4. Operating Budget Summary

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<th>Expenses</th>
<th>Previous Fiscal Year</th>
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<td></td>
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<td>6. Space Rental, Rent or Mortgage</td>
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<td>B. In-kind Contributions</td>
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19. Applicant Cash

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<th>$44,744,053</th>
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<th>B. In-kind Contributions</th>
<th>$846,694</th>
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5. Additional Operating Budget Information (optional) - (Maximum characters 500.)

Use this space to provide the panel with additional detail or information about the operating budget. For example, if you have a budget deficit or there has been a large change in your operating budget compared with last fiscal year.

The Previous Fiscal Year cash surplus was budgeted for capital renovations and payments to “Accounts Payable and accrued expenses.”

We do bigger Broadway tours in alternating seasons. Our FY19 Broadway Series is the largest/costliest ever, includes HAMILTON, other big shows, requires less advertising. We are also doing a 16-week collaboration with the Diavolo Veterans Project with dance therapy, a performance with local veterans for the National Medal of Honor Convention in Tampa and as part of our Straz Salutes and NEA Creative Forces Initiatives. More shows & ticket sales = fewer rental contracts.

6. Paid Staff

- Applicant has no paid management staff.
- Applicant has at least one part-time paid management staff member (but no full-time)
- Applicant has one full-time paid management staff member
- Applicant has more than one full-time paid management staff member

7. Hours *

- Organization is open full-time
- Organization is open part-time
G. Management and Proposal Budget

1. Rural Economic Development Initiative (REDI) Waiver *
   - Yes
   - No

2. Proposal Budget Expenses:
   Detail estimated proposal expenses in the budget categories listed below. Include only expenses that specifically related to the proposal. You can find a list of non-allowable and match only expenses at http://dos.florida-arts.org/grants/guidelines/2017-2018.gps.guidelines.cfm#budget.

### 2.1. Personnel: Administrative *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Grant Funds</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative</td>
<td>$0</td>
<td>$2,290,000</td>
<td>$0</td>
<td>$2,290,000</td>
</tr>
<tr>
<td>2</td>
<td>Human Resource</td>
<td>$0</td>
<td>$280,000</td>
<td>$0</td>
<td>$280,000</td>
</tr>
<tr>
<td>3</td>
<td>Finance Staff</td>
<td>$0</td>
<td>$920,000</td>
<td>$0</td>
<td>$920,000</td>
</tr>
<tr>
<td>4</td>
<td>Systems IT</td>
<td>$0</td>
<td>$620,000</td>
<td>$0</td>
<td>$620,000</td>
</tr>
<tr>
<td></td>
<td><strong>Totals:</strong></td>
<td>$0</td>
<td><strong>$4,110,000</strong></td>
<td>$0</td>
<td><strong>$4,110,000</strong></td>
</tr>
</tbody>
</table>

### 2.2. Personnel: Programmatic *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Grant Funds</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Programming Staff</td>
<td>$0</td>
<td>$1,780,000</td>
<td>$0</td>
<td>$1,780,000</td>
</tr>
<tr>
<td>2</td>
<td>Education Staff</td>
<td>$0</td>
<td>$838,000</td>
<td>$0</td>
<td>$838,000</td>
</tr>
<tr>
<td>3</td>
<td>Dance, ballet, music, theater faculty</td>
<td>$0</td>
<td>$1,648,000</td>
<td>$0</td>
<td>$1,648,000</td>
</tr>
<tr>
<td></td>
<td><strong>Totals:</strong></td>
<td>$0</td>
<td><strong>$7,678,000</strong></td>
<td>$0</td>
<td><strong>$7,678,000</strong></td>
</tr>
<tr>
<td>#</td>
<td>Description</td>
<td>Grant Funds</td>
<td>Cash Match</td>
<td>In-Kind Match</td>
<td>Total</td>
</tr>
<tr>
<td>----</td>
<td>--------------------------------------------</td>
<td>-------------</td>
<td>------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>4</td>
<td>Patron Services &amp; Box Office Staff</td>
<td>$0</td>
<td>$1,289,000</td>
<td>$0</td>
<td>$1,289,000</td>
</tr>
<tr>
<td>5</td>
<td>Opera Tampa Staff</td>
<td>$0</td>
<td>$178,000</td>
<td>$0</td>
<td>$178,000</td>
</tr>
<tr>
<td>6</td>
<td>Marketing Staff</td>
<td>$0</td>
<td>$1,620,000</td>
<td>$0</td>
<td>$1,620,000</td>
</tr>
<tr>
<td>7</td>
<td>Security Staff</td>
<td>$0</td>
<td>$325,000</td>
<td>$0</td>
<td>$325,000</td>
</tr>
<tr>
<td></td>
<td><strong>Totals:</strong></td>
<td><strong>$0</strong></td>
<td><strong>$7,678,000</strong></td>
<td><strong>$0</strong></td>
<td><strong>$7,678,000</strong></td>
</tr>
</tbody>
</table>

### 2.3. Personnel: Technical/Production *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Grant Funds</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Production Staff</td>
<td>$0</td>
<td>$435,000</td>
<td>$0</td>
<td>$435,000</td>
</tr>
<tr>
<td>2</td>
<td>Building Services</td>
<td>$0</td>
<td>$347,000</td>
<td>$0</td>
<td>$347,000</td>
</tr>
<tr>
<td>3</td>
<td>Operations</td>
<td>$0</td>
<td>$442,000</td>
<td>$0</td>
<td>$442,000</td>
</tr>
<tr>
<td></td>
<td><strong>Totals:</strong></td>
<td><strong>$0</strong></td>
<td><strong>$1,224,000</strong></td>
<td><strong>$0</strong></td>
<td><strong>$1,224,000</strong></td>
</tr>
</tbody>
</table>

### 2.4. Outside Fees and Services: Programmatic *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Grant Funds</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ASCAP/BMI</td>
<td>$0</td>
<td>$15,500</td>
<td>$0</td>
<td>$15,500</td>
</tr>
<tr>
<td>2</td>
<td>Musicians</td>
<td>$0</td>
<td>$587,000</td>
<td>$0</td>
<td>$587,000</td>
</tr>
<tr>
<td>3</td>
<td>Conservatory Production Labor</td>
<td>$0</td>
<td>$154,000</td>
<td>$0</td>
<td>$154,000</td>
</tr>
<tr>
<td>4</td>
<td>Event Production Labor</td>
<td>$0</td>
<td>$1,610,000</td>
<td>$0</td>
<td>$1,610,000</td>
</tr>
<tr>
<td></td>
<td><strong>Totals:</strong></td>
<td><strong>$150,000</strong></td>
<td><strong>$19,283,700</strong></td>
<td><strong>$0</strong></td>
<td><strong>$19,433,700</strong></td>
</tr>
<tr>
<td>#</td>
<td>Description</td>
<td>Grant Funds</td>
<td>Cash Match</td>
<td>In-Kind Match</td>
<td>Total</td>
</tr>
<tr>
<td>----</td>
<td>----------------------------------</td>
<td>-------------</td>
<td>------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>5</td>
<td>Event Production Labor</td>
<td>$0</td>
<td>$1,610,000</td>
<td>$0</td>
<td>$1,610,000</td>
</tr>
<tr>
<td>6</td>
<td>Union Dues LAPT</td>
<td>$0</td>
<td>$7,200</td>
<td>$0</td>
<td>$7,200</td>
</tr>
<tr>
<td>7</td>
<td>Royalties</td>
<td>$0</td>
<td>$950,000</td>
<td>$0</td>
<td>$950,000</td>
</tr>
<tr>
<td>8</td>
<td>Artistic Season Guarantees</td>
<td>$150,000</td>
<td>$14,350,000</td>
<td>$0</td>
<td>$14,500,000</td>
</tr>
</tbody>
</table>

Totals: $150,000 $19,283,700 $0 $19,433,700

2.5. Outside Fees and Services: Other *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Grant Funds</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Auditing Fees</td>
<td>$0</td>
<td>$55,000</td>
<td>$25,000</td>
<td>$80,000</td>
</tr>
<tr>
<td>2</td>
<td>Consultants</td>
<td>$0</td>
<td>$209,000</td>
<td>$25,000</td>
<td>$234,000</td>
</tr>
<tr>
<td>3</td>
<td>Contract Labor</td>
<td>$0</td>
<td>$136,900</td>
<td>$0</td>
<td>$136,900</td>
</tr>
<tr>
<td>4</td>
<td>Service Contracts</td>
<td>$0</td>
<td>$275,300</td>
<td>$0</td>
<td>$275,300</td>
</tr>
<tr>
<td>5</td>
<td>Security, fire, police</td>
<td>$0</td>
<td>$521,000</td>
<td>$0</td>
<td>$521,000</td>
</tr>
</tbody>
</table>

Totals: $0 $1,197,200 $50,000 $1,247,200

2.6. Space Rental (match only) *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Production Rentals</td>
<td>$54,200</td>
<td>$0</td>
<td>$54,200</td>
</tr>
<tr>
<td>2</td>
<td>Equipment Rentals</td>
<td>$219,000</td>
<td>$0</td>
<td>$219,000</td>
</tr>
<tr>
<td>3</td>
<td>Equipment Leased</td>
<td>$100,000</td>
<td>$0</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

Totals: $373,200 $0 $373,200
### 2.7. Travel (match only) *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Production Travel</td>
<td>$2,400</td>
<td>$0</td>
<td>$2,400</td>
</tr>
<tr>
<td>2</td>
<td>Hotels</td>
<td>$179,800</td>
<td>$0</td>
<td>$179,800</td>
</tr>
<tr>
<td>3</td>
<td>Transportation</td>
<td>$51,600</td>
<td>$0</td>
<td>$51,600</td>
</tr>
<tr>
<td>4</td>
<td>Travel Per Diem</td>
<td>$554,300</td>
<td>$0</td>
<td>$554,300</td>
</tr>
<tr>
<td></td>
<td><strong>Totals:</strong></td>
<td><strong>$788,100</strong></td>
<td><strong>$0</strong></td>
<td><strong>$788,100</strong></td>
</tr>
</tbody>
</table>

### 2.8. Marketing *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Grant Funds</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Advertising</td>
<td>$0</td>
<td>$2,165,000</td>
<td>$700,000</td>
<td>$2,865,000</td>
</tr>
<tr>
<td>2</td>
<td>Print Materials</td>
<td>$0</td>
<td>$253,000</td>
<td>$0</td>
<td>$253,000</td>
</tr>
<tr>
<td>3</td>
<td>Audience Development</td>
<td>$0</td>
<td>$135,000</td>
<td>$0</td>
<td>$135,000</td>
</tr>
<tr>
<td>4</td>
<td>Outdoor Billboards</td>
<td>$0</td>
<td>$115,000</td>
<td>$0</td>
<td>$115,000</td>
</tr>
<tr>
<td>5</td>
<td>Photography</td>
<td>$0</td>
<td>$20,000</td>
<td>$0</td>
<td>$20,000</td>
</tr>
<tr>
<td>6</td>
<td>PR &amp; Press Clippings</td>
<td>$0</td>
<td>$15,000</td>
<td>$0</td>
<td>$15,000</td>
</tr>
<tr>
<td>7</td>
<td>Trade Shows</td>
<td>$0</td>
<td>$500</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td>8</td>
<td>Season Marketing Materials</td>
<td>$0</td>
<td>$35,000</td>
<td>$0</td>
<td>$35,000</td>
</tr>
<tr>
<td></td>
<td><strong>Totals:</strong></td>
<td><strong>$0</strong></td>
<td><strong>$2,738,500</strong></td>
<td><strong>$700,000</strong></td>
<td><strong>$3,438,500</strong></td>
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</tbody>
</table>

### 2.9. Remaining Proposal Expenses *


<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Grant Funds</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Costumes, Wardrobe, Music, Scores, Light, Sound</td>
<td>$0</td>
<td>$955,000</td>
<td>$0</td>
<td>$955,000</td>
</tr>
<tr>
<td>2</td>
<td>Custodial</td>
<td>$0</td>
<td>$614,000</td>
<td>$0</td>
<td>$614,000</td>
</tr>
<tr>
<td>3</td>
<td>Insurance</td>
<td>$0</td>
<td>$381,000</td>
<td>$0</td>
<td>$381,000</td>
</tr>
<tr>
<td>4</td>
<td>Maintenance &amp; Repair</td>
<td>$0</td>
<td>$345,000</td>
<td>$0</td>
<td>$345,000</td>
</tr>
<tr>
<td>5</td>
<td>Materials, supplies, scenery, props</td>
<td>$0</td>
<td>$632,000</td>
<td>$0</td>
<td>$632,000</td>
</tr>
<tr>
<td>6</td>
<td>Non-Capitalized Equipment</td>
<td>$0</td>
<td>$41,500</td>
<td>$0</td>
<td>$41,500</td>
</tr>
<tr>
<td>7</td>
<td>Telephone, utilities, garbage</td>
<td>$0</td>
<td>$925,000</td>
<td>$0</td>
<td>$925,000</td>
</tr>
<tr>
<td>8</td>
<td>Miscellaneous</td>
<td>$0</td>
<td>$1,975,900</td>
<td>$0</td>
<td>$1,975,900</td>
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<tr>
<td></td>
<td>Totals</td>
<td>$0</td>
<td>$5,869,400</td>
<td>$0</td>
<td>$5,869,400</td>
</tr>
</tbody>
</table>

Amount of Grant Funding Requested:
$150,000

Cash Match:
$43,262,100

In-Kind Match:
$750,000

Match Amount:
$44,012,100

Total Project Cost:
$44,162,100

3. Proposal Budget Income:
Detail the expected source of the cash match recorded in the expenses table in the budget categories listed below. Include only income that specifically relates to the proposal. The Proposal Budget income must equal the Proposal Budget expenses.

### 3.1. Revenue: Admissions *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ticket Sales</td>
<td>$21,350,000</td>
<td>$21,350,000</td>
</tr>
</tbody>
</table>

**Totals:** $0 $21,350,000 $21,350,000

### 3.2. Revenue: Contracted Services *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rent</td>
<td>$375,000</td>
<td>$375,000</td>
</tr>
<tr>
<td>2</td>
<td>Education Revenue</td>
<td>$2,740,000</td>
<td>$2,740,000</td>
</tr>
<tr>
<td>3</td>
<td>Service Revenue</td>
<td>$2,523,342</td>
<td>$2,523,342</td>
</tr>
</tbody>
</table>

**Totals:** $0 $5,638,342 $5,638,342

### 3.3. Revenue: Other *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Box Office Fees</td>
<td>$4,162,000</td>
<td>$4,162,000</td>
</tr>
<tr>
<td>2</td>
<td>Concessions</td>
<td>$4,495,000</td>
<td>$4,495,000</td>
</tr>
<tr>
<td>3</td>
<td>Investment Return</td>
<td>$300,000</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

**Totals:** $0 $8,957,000 $8,957,000

### 3.4. Private Support: Corporate *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Corporate Support</td>
<td>$835,000</td>
<td>$835,000</td>
</tr>
</tbody>
</table>

**Totals:** $0 $835,000 $835,000
### 3.5. Private Support: Foundation *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Foundation Support</td>
<td>$640,000</td>
<td>$640,000</td>
</tr>
</tbody>
</table>

**Totals:** $0  $640,000  $640,000

### 3.6. Private Support: Other *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Individual Support &amp; Special Events</td>
<td>$4,400,000</td>
<td>$4,400,000</td>
</tr>
</tbody>
</table>

**Totals:** $0  $4,400,000  $4,400,000

### 3.8. Government Support: Regional *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FL Division of Cultural Affairs - This Grant Request</td>
<td>$150,000</td>
<td>$150,000</td>
</tr>
</tbody>
</table>

**Totals:** $0  $150,000  $150,000

### 3.9. Government Support: Local/County *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>City of Tampa</td>
<td>$550,000</td>
<td>$550,000</td>
</tr>
<tr>
<td>2</td>
<td>Hillsborough County</td>
<td>$741,758</td>
<td>$741,758</td>
</tr>
</tbody>
</table>

**Totals:** $0  $1,291,758  $1,291,758

### 3.10. Applicant Cash *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant Cash</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Totals:** $0  $0  $0
Total Project Income:
$44,162,100

3.11. Proposal Budget at a Glance

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Expenses</th>
<th>Income</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Request Amount</td>
<td>$150,000</td>
<td>$150,000</td>
<td>0%</td>
</tr>
<tr>
<td>B.</td>
<td>Cash Match</td>
<td>$43,262,100</td>
<td>$43,262,100</td>
<td>98%</td>
</tr>
<tr>
<td></td>
<td>Total Cash</td>
<td>$43,412,100</td>
<td>$43,412,100</td>
<td>98%</td>
</tr>
<tr>
<td>C.</td>
<td>In-Kind</td>
<td>$750,000</td>
<td>$750,000</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td>Total Proposal Budget</td>
<td>$44,162,100</td>
<td>$44,162,100</td>
<td>100%</td>
</tr>
</tbody>
</table>

4. Additional Proposal Budget Information (optional) - (Maximum characters 500.)

Use this space to provide the panel with additional detail or information about the proposal budget. For example, if you have more in-kind than you can include in the proposal budget you can list it here.

PLEASE NOTE: We have balanced this General Program Support grant request budget projection lower than our anticipated full 2020-21 operating budget. Because we remove non-allowable capital expenditures, food and beverage costs, credit card and other financial costs from the grant budget expenses, we also remove related revenues to achieve this balance.
H. Accessibility

1. Describe how the facilities and proposal activities are accessible to all audiences and any plans that are in place to improve accessibility. - (Maximum characters 2500.) *

For example, explain use of accessibility symbols in marketing materials, accessibility of facilities and programming and/or target population. You can find resources on accessibility at http://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility/. We encourage all applicants to include images in the support materials showing the use of accessibility symbols in marketing materials.

The Straz Center is mission-driven to make high quality performing arts and arts education accessible, celebrating diverse cultural interests and engaging those facing physical, developmental, geographical and financial barriers.

We bring curriculum in dance, music and theater to children, young adults and seniors in 52 partnering Title 1 schools and agencies during the school year - at no cost to Partners, with opportunities to attend performances, and scholarships for continued learning. Special-needs schools and agencies include Pepin Academy, MacDonald Training Center, and Pyramid, Inc.

Our theater improvisation classes help special needs adults at MacDonald Training Center learn to adapt to change so they can hold a job – and have a shot at an independent life.

Sensory-friendly student performances create performing arts experiences welcoming to families with children who have sensory sensitivities.

A new peer-mentoring program pairs 30 home schooled students with student peers on the spectrum to attend theater classes together, build socio-emotional and interpersonal skills, and attend age-appropriate theater performances together.

We provide Gigi’s Playhouse of Tamps with weekly adaptive dance classes and modified dance instruction for children with Down syndrome.

New: We were selected with 10 other nationwide organizations to develop NEA Creative Forces demonstration programs for engaging veterans, their families and caregivers in arts and cultural experiences designed to help with healing and community reintegration.

In 2011, the Straz Center received the Arts Presenters/MetLife Exemplar Institution Award for Access for outstanding access services to individuals with disabilities.

Free dress rehearsals, preview performances, subsidized tickets

Student, teacher, veteran and military family ticket discounts

Amplified hearing headsets for performances

Open captioning, signing, audio descriptions
Broadway Family Night activities

Community outreach engage the geographically remote

We promote our open captioning and audio description services to make community organizations serving the hearing and vision impaired aware of these services, including Deaf Services Center, Tampa Lighthouse for the Blind and others.

**Accessibility services:**

Access information on websites

Signed performances, open captioning and audio descriptions

Signage, ADA symbols, large print, Braille and Spanish language

Disability Services Coordinator

Box office (TDD) services for the deaf

Bi-lingual box office personnel

Infrared hearing devices for performances

Seating for disabilities and mobility impairments

Companion seating & restrooms

Handicap and valet parking

Usher training for 900 volunteers

Access for guide dog training

Accessible water fountains and phones

Wheelchair-height box office window

Passenger elevators with Braille buttons

2. Policies and Procedures

- Yes

- No
3. Staff Person for Accessibility Compliance

☐ Yes

☐ No

3.1. If yes, what is the name of the staff person responsible for accessibility compliance?
Lorrin Shepard

4. Section 504 Self Evaluation

☐ Yes, the applicant has completed the Section 504 Self Evaluation Workbook from the National Endowment for the Arts.

☐ Yes, the applicant completed the Abbreviated Accessibility Checklist.

☐ No, the applicant has not conducted an accessibility self-evaluation of its facilities and programs.

4.1. If yes, when was the evaluation completed?
8/1/2018
I. Attachments and Support Materials

Complete the support materials list using the following definitions.

- **Title**: A few brief but descriptive words. Example: "Support Letter from John Doe".
- **Description**: (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DCA credit statement and/or logo.
- **File**: The file selected from your computer. For uploaded materials only. The following sizes and formats are allowed.

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**1. Required Attachment List**

Please upload your required attachments in the spaces provided.

**1.1. Substitute W-9 Form**

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**2. Support materials (Optional)**

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2.1.
J. Review & Submit  Page 10 of 10

1. Review and Submit

☐ I hereby certify that I am authorized to submit this application on behalf of Tampa Bay Performing Arts Center, Inc. and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

1.1. Guidelines Certification

☐ I hereby certify that I have read and understand the guidelines and all application requirements for this grant program as outlined under section , Florida Statutes 265.286 and 1T-1.036, Florida Administrative Code.

1.2. Signature (Enter first and last name)

Donna McBride