



ART STARTS HERE.

# THRESHOLD

*A Grant Program for Emerging Theatre Companies*

## 2010 Season INFORMATION & APPLICATION KIT

St Martins  
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Victoria 3141

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Hours of Business: 10:00am – 5:00pm

## Introduction

This kit is designed to provide you with information regarding the St Martins **THRESHOLD Grant Program for Emerging Theatre Companies**.

If you are interested in putting your company into the **THRESHOLD**, please read this pack carefully, note season and application opening/closing date and find attached application form, statement response requirements and list of support material required located at the end of this kit.

Please direct your enquiries to:

Hayley Butcher

Program Co-ordinator

+ 61 3 9252 0751

[hayley@stmartinsyouth.com.au](mailto:hayley@stmartinsyouth.com.au)

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## **General Information**

### **What is the THRESHOLD Program for Emerging Companies?**

THRESHOLD has been specifically designed to support and provide infrastructure for new companies, who are embarking on their first full length production. The company's production will receive a supported season in St Martins Irene Mitchell Studio. The company itself will receive assistance in becoming an incorporated association in order for the company to live beyond its THRESHOLD season.

### **Who can enter the THRESHOLD at St Martins?**

To be eligible for entry into the THRESHOLD program, you must have a company of at least 3 members with the majority of lead artists under the age of 30. Applications must show that a creative development period for the proposed project has been undertaken by the company. Creative development processes can include; script dramaturgy, work-shopping with actors, rehearsed reading or a previous development season.

### **What are the season options and dates?**

In 2010 companies can chose either a two week season in May or July or a one week season during the Melbourne Fringe Festival.

#### **Two week seasons**

**May 10 – 22 or July 12 – 24**

#### **One week seasons for the Melbourne Fringe Festival**

**Week 1            September 22 – 25**

**Week 2            September 29 – October 2**

**Week 3            October 6 – 9**

*Please note:*

*Two week seasons are limited to 8 shows only, Wednesday to Saturday.*

*One week seasons are limited to five shows only, Wednesday to Saturday plus the choice of either Tuesday night preview or Saturday matinee.*

### **When do applications open and close?**

#### **May and July Two Week Seasons**

Open: January 13<sup>th</sup> 2010

Close: February 19<sup>th</sup> 2010

Announced: February 26<sup>th</sup> 2010

#### **One week for the Melbourne Fringe Festival Seasons**

Open: March 29<sup>th</sup> 2010

Close: May 7<sup>th</sup> 2010

Announced: May 14<sup>th</sup> 2010

*\* Closing dates may change once Melbourne Fringe Festival release their registration cut off dates for the 2010 Festival*

## What does THRESHOLD at St Martins offer?

THRESHOLD provides the following resources for companies who are successfully accepted into the program:

- A grant of \$3000 for a one week season or \$4500 for a two week season
- Rehearsal space at St Martins for the project
- Creative/directorial/dramaturgical support
- Publicity and Marketing support
- Administrative support
- Budget and financial management support
- Production and technical support
- Box office resources and online ticketing

## What does the grant cover?

The grant aspect of this initiative is designed to enable companies to pay for the venue hire (usually the most expensive production cost companies face), staff costs and allow a small amount for production costs. The program allows emerging companies to present their work on a no-risk platform and stand to make profit from a 50/50 Box Office split with St Martins.

The other support that St Martins provides is in-kind, but if a cash figure were to be assigned to this support – it would be substantial. Rehearsal space, professional creative and administrative support, publicity and production support are all provided in an attempt to enable companies to have their first production occur in a supported environment that allows them to take creative risks and develop as artists and art managers.

**One Week Grant =** \$3000  
-\$1800 Venue Hire  
-\$600 Staff Cost  
=\$600 cash towards production costs.

*The one week grant includes 24hrs of Supervising Tech Time.* Suggested breakdown: 8-10hrs bump in, 3hrs per Show (calculated on four shows) and 2-4hrs bump out.

**Two Week Grant:** \$4,500  
-\$3,300 Venue Hire  
-\$900 Staff Costs  
=\$300 cash towards production costs

*The two week grant includes 36hrs of Supervising Tech Time.* Suggested breakdown: 8-10hrs bump in, 3hrs per Show (calculated on eight shows) and 2-4hrs bump out.

Front of House staff expenditure is covered by the 50/50 Box Office ticket sales split. Additional Supervising Tech hours are calculated at \$30per hour.

### **What are the technical specifications for the Irene Mitchell Studio?**

We have set standard lighting, sound and seating to ensure a quick and easy bump in and out for your show. Learning to adapt to these conditions is also key for your company as this will often be the standard for festival and touring events.

The standard lighting rig is designed to be able to provide a full stage wash, side light, back light and specials. The standard rig is open white and will not be moved for each show, cutting bump in and out time considerably. Equipment such as hazer, strobe and mirror balls are not included in the standard rig but may be provided, depending on availability and extra cost.

The standard sound rig consists of a 6 channel mixing console and 2 powered speakers (hanging from rig). There is one CD player included; however, it may be possible to add extra CD players, depending on availability. There is the ability to patch in iPods, laptops etc. As the studio is a BLACK BOX theatre, the re-verb is very high. In our experience the use of radio mics or loud sound effects proves troublesome for you and uncomfortable for the audience.

The seating is set as standard and cannot be re-arranged and please note Supervising Technicians do not operate lighting or sound or act as stage managers - you will be required to source your own technical crew.

Full Irene Mitchell Studio Technical Specifications can be downloaded from our website [www.stmartinsyouth.com.au](http://www.stmartinsyouth.com.au)

### **Is my project covered by St Martins insurance?**

Projects taking place as part of the Threshold program are covered by St Martins Public Liability Insurance.

### **If my project is approved, do I have any obligations to St Martins?**

If your project is approved, there are certain obligations that Threshold participants must agree to fulfill, as per the terms and conditions outlined in the Agreement. Some of these obligations are high-lighted below.

- All members of the company must sign a professional conduct agreement.
- You must complete an acquittal of the grant for St Martins funding reports.
- You must acknowledge St Martins support as advised on all promotional material relating to the project including but not limited to postcards, posters, programmes, invitations, websites and newsletters.
- All promotional material must be approved by the Program Co-ordinator.
- THRESHOLD participants are requested to provide St Martins with a number of invitations to their opening night for distribution to St Martins board members and key sponsors, as negotiated with the Program Co-ordinator.

## **Becoming an incorporated association**

### **What is an incorporated association and what are the benefits of becoming one?**

An incorporated association is a not for profit legal entity which is straight forward and inexpensive to both create and administer. It is a common legal structure for theatre companies, sporting groups and other community based organisations.

There are number of key benefits of forming an incorporated association.

- Working within a legal entity protects the participants from being held individually responsible for any financial debts owed by the company.
- As a legal entity the association can hold insurance, sue or be sued in court and hold a bank account which again protects the individual members from personal liability.
- A majority of funding bodies will not fund individuals and an incorporated association has a wide range of potential funding open to it due it's not for profit nature.

### **What is required to become an incorporated association?**

To become an incorporated association requires a base of members (this can be as little 5), a company statement that describes the purpose of the organisation, an individual willing to be public officer (this person handles the minor annual reporting requirement to the government) and an application fee. During the THRESHOLD you will be guided through this process.

Included with this pack is a fact sheet from the Consumer Affairs Victoria, which is the body that administers Incorporated Associations, around how to become an incorporated association to provide further background information.

### **I have already formed a company/incorporated association, can I still apply?**

If you have already have an incorporated association or company and have done at least one full production with this company, than we consider that you are ready for further challenges and the THRESHOLD may not be the right vehicle for you. If you have already undertaken a project in some form, but NOT formed a company or an incorporated association, then the THRESHOLD program is ideal.

If you require further clarification on any of these questions, please contact the Program Co-ordinator Hayley Butcher.

### **I am a solo performer / writer / theatre artist without a company, can I still apply?**

If you are a one person entity you can apply for THRESHOLD under the condition that you have a producer/publicist and a production manager. We will not take your application into account unless you have at least two other people to assist you with the program. THRESHOLD is a company program therefore you must find committed people to assist you with production outcomes, publicity actions and incorporated association set up. It is incredibly difficult to complete THRESHOLD successfully as an individual.

## **To apply**

To apply for THRESHOLD, complete the contact information form, provide responses to requested statements and questions (please limit your answer to 300 words per response), download the budget template from our website and complete, provide support material and submit by the appropriate closing date.

## **May and July Two Week Seasons**

**Open: January 13<sup>th</sup> 2010**

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## **Review and Notification Process**

### **How are the THRESHOLD applications reviewed?**

On receipt of your THRESHOLD application, St Martins core staff and an industry representative will review applications on an artistic, logistical, financial and technical basis. Your application will be considered within the parameters of St Martins programming and resources. All applications reviewed will be treated with in the strictest confidence by St Martins staff.

### **If my project fulfills all the guidelines, can I assume my company will enter the THRESHOLD program?**

St Martins aims to support five THRESHOLD companies per year. If you miss out on the first round, we encourage you to apply for round 2. However, please note this is always contingent on the company's artistic program and not all applications can be supported.

### **How long does the review process take and when will I be notified?**

All applications will be reviewed immediately after the closing date of each round. You will receive a phone call or email offer from St Martins approximately 2 weeks after the closing date. St Martins staff cannot advise on the outcome of applications prior to this time.

### **If my application is approved, what is the next step?**

Upon receiving your letter of acceptance, you will be asked to contact the Program Co-ordinator to step up an initial meeting with St Martins core staff and your company.

**THRESHOLD APPLICATION  
CONTACT INFORMATION & SEASON PREFERENCES**

*Please attach this form to the front of your application.*

<b>NAME OF APPLICANT:</b>	
<b>NAME OF COMPANY:</b>	
<b>TITLE OF PROJECT:</b>	
<b>POSTAL ADDRESS:</b>	
<b>TELEPHONE:</b>	
<b>MOBILE:</b>	
<b>EMAIL:</b>	
<b>NAME, AGE &amp; ROLE OF KEY ARTIST 1</b>	
<b>NAME, AGE &amp; ROLE OF KEY ARTIST 2</b>	
<b>NAME, AGE &amp; ROLE OF KEY ARTIST 3</b>	

**Season Preferences**

***Please indicate your first and second preference for two week seasons***

May Two Season (May 10 to 22)  \_\_\_\_\_

July Two Week Season (July 12 to 24)  \_\_\_\_\_

***Please indicate your order of preference (1 to 3) for Fringe Festival seasons***

Fringe Season Week 1 (Sept 22 to 25)  \_\_\_\_\_

Fringe Season Week 2 (Sept 29 to Oct 2)  \_\_\_\_\_

Fringe Season Week 3 (Oct 6 to 9)  \_\_\_\_\_

## THRESHOLD

### STATEMENT RESPONSES & SUPPORT MATERIAL

Please respond in less than 300 words per question in BOLD. Italics indicate further questions to help tease out your answers.

#### The Company

- 1. Statement of Purpose** *What does your company do? What is your vision? How will you go about achieving it?*
- 2. How will THRESHOLD serve your company?** *Why is THRESHOLD important to your company now?*
- 3. If successful in this application, where do you hope THRESHOLD will take you next?**

#### The Production

- 1. Creative Rationale** *How does this project further your company's development? Does this piece explore a contemporary concern or issue? If so, what is it? What do you want to make your audience think or feel? How does this project contribute to the Melbourne theatre scene? How does this project contribute to a unique Australian theatre culture?*
- 2. Synopsis of Proposed Project**
- 3. History of Previous Development** *Please detail the previous development of your piece. Have this piece been produced before? What development has the piece undergone recently? Re-write? Workshopped with actors? Dramaturged or feedback from a professional?*
- 4. Specific Design and Technical Requirements** *What set pieces do you plan to use? Do you require special lighting? Do you require microphones? Are you planning to use sand or other floor covering for the set?*
- 5. Estimate running time of the production, cast size and additional production team/crew.**
- 6. Please list any previous activities or experience you have had publicising a production.**

#### Support Material

Please provide the following as support material for your application.

- 1. COMPULSORY - A sample of script or script-treatment, no more than 10 pages.**
- 2. COMPULSORY - Biographies of key artists (no more than 200 words each)**
- 3. COMPULSORY - Completed budget template (download from our website [www.stmartinsyouth.com.au](http://www.stmartinsyouth.com.au) or email [hayley@stmartinsyouth.com.au](mailto:hayley@stmartinsyouth.com.au) to request).**
- 4. OPTIONAL - to include any material that will support your application, such as images or DVD footage or a reference from an industry professional that helped throughout stages of your project.**

## THRESHOLD APPLICATION CHECKLIST

- Completed contact information and season date preferences
- Completed statement responses
- Attached support material including;
  - sample script
  - key artist biographies
  - budget template
  - images or reference (optional)

Please ensure your application set out in an easy to read format. No hand written applications please. Applications will be accepted if they are postmarked on the closing date, otherwise applications close on closing day date at 5pm sharp.

You can either **post** or **drop off** your application to;

**Program Co-ordinator**

**St Martins**

**28 St Martins Lane**

**South Yarra VIC 3141**

Please include images or DVD recordings on a clearly labeled DVD/CD, do not email images separately.

**Email** applications can be sent to;

[hayley@stmartinsyouth.com.au](mailto:hayley@stmartinsyouth.com.au)

Please send your email applications as a PDF or Word file only and do not allow your total of attachments to exceed 2MB.

For further information contact Hayley on + 61 3 9867 2477 or [hayley@stmartinsyouth.com.au](mailto:hayley@stmartinsyouth.com.au)