

AACT YOUTHFEST FUNDING GUIDELINES AND TRAVEL REQUEST FORM

AACT YouthFest is a non-competitive festival that takes place in conjunction with AACTFest 2025 national theatre festival. The overall goal of this YouthFestival is to provide an educational experience to a variety of theatre groups from various socioeconomic backgrounds and regions by having them showcase a production at the AACTFest 2025 national theatre festival. Partial funding for travel and lodging for participating YouthFest groups will be available courtesy of the Jack K. Ayre and Frank Ayre Lee Theatre Foundation. Selected groups will receive an application to apply.

Eligibility Requirements: Once a group has been approved for participation in the AACT YouthFest, the group must register for AACTFest25 by March 1, 2025 prior to submitting their request for travel funding.

Application Deadline: July 31, 2024

Notification of Acceptance: September 16, 2024

Marketing/Publicity Group Materials Due: October 10, 2024 - Publicity, Marketing and Photos are due to AACT for Publications

Funding Request Deadline: October 31, 2024

Festival Group Registration Deadline: March 1, 2025 *(All groups must have registered for AACTFEST25)*

Company Complete Tech Form by: April 1, 2025

Funding Disbursements: Disbursements will be made on a rolling basis and are contingent upon how quickly a group registers and submits their funding request. Once your funding request has been reviewed and an amount has been approved, the group will be notified.

Request - Award Size: Award size is contingent upon group size, distance traveled, and need. AACT shall decide the amount of the award subject to the availability of funds approved by the Jack K. Ayre and Frank Ayre Lee Theatre Foundation for the program. Each selected performing group will receive funding.

What may be funded: Funding is only to assist the cast, artistic team, and designated chaperones with travel to the YouthFest. Travel funding may be applied to the following:

- o **Hotel/Lodging**

- Lodging estimates will be based on 4 people in a room. Festival hotels and rates can be found

- o **Travel**

- Airfare, Car/Shuttle/Truck Rental and Mileage
- Freight for shipping of props and costumes

- o **Chaperones**

- Funds may be used to assist 1 Chaperone for every 7 Youth. Funding may be applied to cover chaperones registration, lodging and transportation costs. Requests for additional chaperone support will be considered depending on special needs and age consideration of minors.
- Chaperones are responsible for keeping track of the youth group and

behavior at all times (including at night). Chaperones must be at least 19 years of age or above, parent or adult guardian, and not a member of the youth cast/crew.

- Each group should have at least two adult Chaperones (Director will be considered a chaperone); larger groups may require more.
- If a chaperone becomes sick or unavailable during an emergency, another chaperone should be available.

- **Other** - Request for funding for special needs will also be considered.

How to Apply for Travel Funding:

- 1) Read and Review the YouthFest Participant Guidelines YouthFest 25
- 2) Submit a travel Funding Request Form along with support documents.
 - See Page 3
 - Please include receipts, quotes for reservations, and/or budget estimates for expenses with your request.
- 3) Provide a full contact list of the staff/artistic team, cast members, and chaperones that you are requesting funding for.
 - Full Name
 - Mailing Address
 - Phone
 - Email
 - Role/Title – i.e. Cast, Director, Chaperone
 - If cast, character name
 - Age

A **late** or **incomplete** application will not be eligible for funding. An incomplete application (e.g. missing attachments, lack of proper support materials, etc.) may be rejected.

Submission:

Submit funding request forms and documents to Quiana Clark-Roland, Executive Director at quiana@aact.org or via mail Attn: AACT YouthFest, American Association of Community Theatre, P.O. Box 13817, Lexington, KY, 40583.

Questions:

For funding questions contact Quiana Clark-Roland, Executive Director at quiana@aact.org.

AACT YOUTHFEST 2025 FUNDING REQUEST FORM

Company Name: _____

Company Address: _____

Company Contact: _____

Contact Email: _____ Company Website: _____

Contact Main Phone: _____ Contact Cell: _____

Dates of Travel: _____

Estimated Expenses (Attach supporting materials):

Car/Truck/Shuttle Rental	\$ _____
Mileage (____ Miles X 54.5 cents)	\$ _____
Airfare	\$ _____
Lodging (Rooms # ____ X Rate \$____)	\$ _____
Chaperone Registration X____	\$ _____
Other _____	\$ _____
Total	\$ _____

On a separate sheet, provide responses for the following:

- 1) Provide support documentation and proof of receipts and/or quotes of estimated expenses.
- 2) Provide a full complete contact list of the staff, artistic team, cast members, and chaperones that you are requesting funding for. Please include the following:
 - Full Name
 - Mailing Address
 - Phone/Cell
 - Email
 - Role/Title – i.e. Cast, Director, Chaperone
 - o If cast, character name
 - Age
- 3) Will you be doing anything other than attending the Festival while traveling?

Contact Name (Printed) Contact Title

Contact Signature Date

For AACT Office Only: Approved on: _____ For the Amount of _____