

# ARTIST CONNECTION THEATRE, INC. – Main Stage and Young Artists Programs

## FY 2024-2025 City Grant Proposal Term Sheet

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**Grant Recipient:** Artist Connection Theatre, Inc. (“A.C.T.” or “Recipient”)

**Program Name:** Main Stage Program and Young Artists Program (collectively, the “Program”)

**City Funding Request:** \$25,000

**Contract/Grant Term:** October 1, 2025– September 30, 2026

**Any substantial change to this FY 2024-2025 City Grant Proposal Term Sheet (the “Term Sheet”) or a budget change not within 10% of the attached Program budget will require City Council approval.**

### PROGRAM OVERVIEW:

Artist Connection Theatre, Inc. is a family run community theatre in the Arlington area that seeks to provide family-friendly productions and workshops that focus on building people up in their artistic abilities that cause change in their life and their future. We also seek to influence the audience and volunteers through virtue focused stories that teach a moral lesson. A.C.T. pursues to accomplish this at a low cost for actors and audiences.

Program funding will be used to cover the cost of production royalties and some renovation completion.

### PROGRAM SCOPE OF WORK AND DELIVERABLES:

**Main Stage:** Artist Connection Theatre will perform 8 main stage productions in 2025/2026 with open auditions for the community of Arlington (District 1).

**A.C.T.’s Young Artists:** Artist Connection Theatre offers a yearly summer tuition-based workshop for kids 8-17 years old. This program is a 2-week intensive program that includes training for auditions, education on acting, tech, and the show that will be performed. Finishing with a weekend full of performances.

### PROGRAM COSTS/PAYMENT TERMS:

City funds shall be expended in accordance with the approved budget for the sole benefit of Duval County residents. City funds will be disbursed on a reimbursement basis upon the City’s receipt and approval of required documentation including but not limited to paid invoices, cleared checks and bank statements.

#### Budget Summary:

Maintenance and Repairs - \$7,500

Royalties and Production - \$17,500

Total Program costs are anticipated to be approximately \$240,000 for 8 separate events. A.C.T. relies on several funding sources: corporations, fundraising events, ticket sales, individuals, ads, and businesses, to meet the funding needs. Our Young Artists program is tuition based which covers most of the cost along with ticket sales.

### PROGRAM IMPACT & REPORTING:

1. Artist Connection Theatre Board of Directors gathers about 6 times a year to conduct the business of our programs, and we are very deliberate on the types of shows we select for each season. We will achieve our goals by scheduling the shows in advance on our calendar and holding open auditions. We market each event on our social media platforms and print out posters and flyers for the cast of each production to hand out. We encourage the cast to sell tickets by holding a contest to see who can sell the most tickets

and give them a prize at the end of the production series. We also conduct a few fundraising events each season, promote yearly personal/business ads, and corporate sponsorships so we can meet our needs. To see how we are doing in accomplishing our goals we randomly hold surveys after each event and ask for google reviews from our audience. We also ask for testimonies from those who have participated in our programs. This allows us to see where we are doing well and how we need to improve our organizational activities.

2. Artist Connection Theatre will use the funding provided by the City to cover the cost of royalties and scripts along with the completion of our dressing rooms by adding vanities and mirrors to the space so our actors can prepare to go on stage for each performance.
3. Artist Connection Theatre anticipates reaching about 6,000 individuals through our Program this upcoming year. This number is achieved through ticket sales, volunteering opportunities, workshop program, and casting each production.

Upon completion of the Program, A.C.T. shall provide the City with a report detailing the cost of each event held, the number of performers and staff supporting the event and the number of tickets sold.

#### **ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the Jacksonville Ordinance Code, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet a budget change not within 10% of the attached Program budget line-items will require City Council approval.

FY2025 City Grant Application  
Proposed Funding Period: FY 2024-2025

FY 2025 City Grant - Complete Program Budget Detail

Lead Agency: Artist Connection Theatre, Inc.

Program Name: Main Stage and Young Artists Programs

Agency Fiscal Year: Oct 1 - Sept 30

BUDGET								
Categories and Line Items	Prior Year Prgr Funding FY 2023-2024	Current Year Prgr Budget FY 2024-2025	Total Est. Cost of Program FY 2025-2026	Funding Partners				
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
I. Employee Compensation								
Personnel - 01201 (list Job Title or Positions no names)								
1 Staff	\$0.00	\$0.00	\$204,687.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$129,687.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$204,687.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$129,687.00
Fringe Benefits								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Employee Compensation	\$0.00	\$0.00	\$204,687.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$129,687.00
II. Operating Expenses								
Occupancy Expenses								
Rent/utlities/phone- Occupancy -04408	\$121,015.00	\$125,000.00	\$125,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Accounting	\$1,147.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Ticket/Credit Card Fees	\$8,626.00	\$9,000.00	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$8,540.00	\$9,000.00	\$9,000.00	\$1,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00
SBA Loan	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (any expense that is less than \$1,000 like Liability Ins.)	\$3,759.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Expenses								
Office and Other Supplies - 05101	\$5,273.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Costumes/props/sets	\$12,755.00	\$10,500.00	\$10,500.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$3,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
workshop expenses	\$7,588.00	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$5,140.00	\$2,700.00	\$2,700.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Media Resources	\$1,153.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Royalties and Production)	\$13,169.00	\$17,400.00	\$17,500.00	\$0.00	\$0.00	\$17,500.00	\$0.00	\$0.00
Travel Expenses								
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Expenses								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance -04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Client Expenses - 08301								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Workshop Expense:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client SBA Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Accounting)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Ticket/Credit Card Processing Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$194,065.00	\$200,000.00	\$200,100.00	\$175,100.00	\$0.00	\$25,000.00	\$0.00	\$0.00
III. Operating Capital Outlay (OVER \$1,000)								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Audio/Lighting)	\$3,283.00	\$3,500.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay	\$3,283.00	\$3,500.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$197,348.00	\$203,500.00	\$439,787.00	\$210,100.00	\$75,000.00	\$25,000.00	\$0.00	\$129,687.00
Percent of Budget	-	-	100.0%	47.8%	17.1%	5.7%	0.0%	29.5%

Last Modified: 07/08/2024

All City Grant items listed must be included in the narrative section of the budget.

**Budget Narrative for Selected Items of Cost**  
**FY 2025 City Grant Application**  
**Program Budget Narrative (Max. 2 Pages)**  
**Proposed Funding Period: FY 2024-2025**  
**COJ Funding Only**

**Agency: Artist Connection Theatre, Inc.**

**Program Name: Main Stage and Young Artists Program**

**EXPENSES:** Please provide narrative description for all categories listed below for which you are seeking **City Funding Only**.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.

Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

**I. Employee Compensation** \*(not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

**Salary & Wages** none

**Payroll Taxes & Benefits** none

**II. Operating Expenses**

**Occupancy Expenses**

Maintenance and Repairs - 04603	\$	7,500.00	A portion of the funding would go to completing our dressing rooms with mirrors and vanities for the cast to prepare to go on the stage.
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**Office Expenses**

Other - (Royalties and Production)	\$	17,500.00	ACT would like to use the funding provided for our production royalties and all materials that we would need to put on a production. This would include scripts, costumes, props, set materials(scenery), microphones, and lighting needs.
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