



Greater Cincinnati Dance Alliance is a collaborative community of dance makers and supporters with the collective vision to promote access, communication, visibility, education, training, and the performance of diverse dance genres.

GCDA PROJECTS/EVENTS PROPOSAL FORM

This form is the first step in submitting ideas for GCDA Projects /Events. Please read the following information below, before filling out and submitting this form. GCDA will allocate up to 70% of its annual budget to approved projects/events. Approved projects/events can request assistance by GCDA members for volunteers, publicity, and administrative guidance.

Things to keep in mind:

- All proposals will first be reviewed by PEC, and if approved submitted to the GCDA Board.
- All Proposal forms must be submitted, via email, to Projects/Events Committee (PEC) Chair
- ***Incomplete and last minute proposals will not be reviewed.***
- In order to be approved all projects must have a Project Director
- Proposals may be submitted by anyone but ONLY ACTIVE GCDA member's proposals will be funded.
- All GCDA and PEC approved proposals will be voted on by active members.

Please remember to read and fill out all related forms in Proposal Packet

- All Forms will be accessible on the GCDA Website.
Provide no more than 2 double spaced pages of detailed information.
- All substantive changes to approved proposals must be submitted in writing to PEC for review.
- Submit completed information and related forms below to the PEC Chair at **Projects@greatercincinnati-dancealliance.org**

Thank you for your time and interest.

GCDA PROPOSAL

Proposals accepted year-round

1. GCDA Member
2. Name of Project/Event Director
3. GCDA Project Contact Info (*email, phone number, mailing address*)
4. Date of Proposal Submission: (*today's date*)
5. Project/Event Topic or Title:
6. Brief Description of Project/Event Topic: (aims, issues, and goals of the project/event)
✓ *Include how this project supports GCDA Mission*
7. Be as Specific as Possible About the Following Details of Project:
 - a) Date of project/event
 - b) Location (include possible facility and space requirements)
 - c) Equipment needs
 - d) Volunteer needs
 - e) Costs/Budget (*refer to GCDA form on website*)
 - f) Describe other research or information not mentioned above

Greater Cincinnati Dance Alliance

PROJECT TITLE:

PROJECT DATE:

Is GCDA the sole supporter of this project?
(Circle one) Yes No

(Please allow adequate time for review of your request.)
Budget Submission Date:

If GCDA is not the sole supporter, what other organizations are responsible for support and what percent of the total project are you requesting from GCDA?

Responsible committee or Person:

Name: _____

Address: _____

Phone: _____

Email: _____

Submitted by:

PROJECT BUDGET

INCOME:

GRANTS: List separately

1 Grant amount:

2 Grant amount:

Other support. Include individual donations

1 Amount:

2 Amount:

3 Amount:

Total other support:

Projected earned Revenue

Admissions:

Classes/Subscriptions:

Concessions/Merchandising:

Other:

Total Earned Revenue:

Total Income:

Greater Cincinnati Dance Alliance

PROJECT TITLE:

EXPENSES:

PERSONNEL:

Administration Fees:

Artistic Fees:

Technical Personnel Fees:

PROGRAM COSTS:

Occupancy (Space Rental):

Equipment Rental:

Supplies:

Costume:

Cost of selling goods:

Travel and Transportation:

Marketing and Publicity:

Printing Costs:

Paid Media or Advertising:

Miscellaneous (Please define):

IN-KIND SUPPORT:

Artistic Director Percent of Salary:

Transportation of Artists:

Graphic Design:

Donated Space for Meetings/Rehearsals:

Website Maintenance and Registration:

Total In-Kind Expenses:

Are there any other items about this project or budget you would like GCDA to consider?

1. Partial support of the project may be recommended without committing GCDA to full financial responsibility.
2. The finance committee may release up to fifty percent (50%) of the approved budget for pre-project expenses.
(This is contingent upon the cash-on-hand status of GCDA.)
3. The project's final report must be submitted within thirty (30) days of project completion.