

# Commission's Grant Application Form

Shelby County Board of Commissioners

## **GRANT APPLICATION**

---

Legal Name of the Organization:	Hattiloo Theatre
---------------------------------	------------------

---

EIN:	20-4225394
------	------------

---

Street Address of Organization	37 South Cooper
--------------------------------	-----------------

---

Office Phone:	901-502-3486
---------------	--------------

---

E-mail	<a href="mailto:ekundayo@hattilootheatre.org">ekundayo@hattilootheatre.org</a>
--------	--------------------------------------------------------------------------------

---

(Section Break)

---

### EXECUTIVE DIRECTOR

---

First Name	Ekundayo
------------	----------

---

Last Name	Bandele
-----------	---------

---

(Section Break)

---

### GENERAL CONTACT FOR THIS REQUEST(if other than Executive Director)

---

First Name	Ekundayo
------------	----------

---

Last Name	Bandele
-----------	---------

---

Title:	Founder & CEO
--------	---------------

---

(Section Break)

---

### DESCRIPTION OF GRANT REQUEST

---

Program/Project Area:	Capital Campaign
-----------------------	------------------

---

Amount Requested	\$25,000
------------------	----------

---

Total Organizational budget (for current year):	\$1,928,984
-------------------------------------------------	-------------

---

Total Project/Program Budget: \$891,402

---

Dates covered by this budget: July 1, 2016 - June 30, 2017

---

Project/Program Name: Development for the Future

---

(Section Break)

---

## INTRODUCTION AND BACKGROUND OF ORGANIZATION

---

Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

Hattiloo Theatre is a 501(c)(3) non-profit, Black repertory theatre company founded in 2006. We highlight plays written by or about African-Americans. Beyond the stage, we invest heavily in programs that educate and engage the community at-large, regularly staging free, live theatre in marginalized neighborhoods, and free youth programs year-round. Our accelerated development has created an immediate need for the construction of the Hattiloo Theatre Development Center, without which Hattiloo will be unable to realize its full potential. To this end, Hattiloo is seeking a \$25,000 grant from the Shelby County Board of Commissioners towards its \$900,000 capital campaign to fund the construction of Hattiloo Theatre Development Center, a 3,600 square foot annex facility built on the rear plot of its existing property at Overton Square. The Development Center will create a permanent hub to operate and refine its education activities; a stable, well-equipped rehearsal environment to support performers and production teams; critical office space as Hattiloo undertakes a three-year redevelopment of its staffing structure; and new potential for earned revenue.

---

(Section Break)

---

## Narrative - Organization

---

Current programs and accomplishments. Please emphasize the achievements of the recent past.

In January 2014, Hattiloo Theatre opened its newly constructed building, completely debt-free, after a two-year, \$4.2M capital campaign. Hattiloo received support from every major local foundation, from five major comore than 200 individual donors, from both the City of Memphis and Shelby County government. Its building at Overton Square is one of four free-standing Black theatres in Memphis. The uniqueness of this along with the quality of our productions resulted in 32% of our audience

---

traveling to a Hattiloo play from beyond the tri-state area, over the past year. In August 2015, Hattiloo received twelve nominations at the 32nd Ostrander Awards, winning Best Large Ensemble for 'Once on This Island' and Best Supporting Actor in a Drama to Johnathan Williams, for 'King Hedley II'. Founder and CEO, Ekundayo Bandele was presented with the Janie McCrary 'Putting it Together Award'. Hattiloo's work has recently garnered the attention of national press and publications: In December 2015, our CEO, Ekundayo Bandele, was interviewed about the fulfillment and challenges of operating a culturally-specific theatre by Miles Marshall, an online columnist with Ebony. Shortly thereafter, The Washington Post followed suit, sent entertainment journalist, Zachary Pincus-Roth, on assignment to visit Hattiloo and write a story on 'If Scrooge Was a Brother'. Also in December of 2015, Eliza Bent, a columnist for American Theatre Magazine, featured Hattiloo in a story about diverse fundraising strategies. Hattiloo's current programs promotes development of Black playwrights, performers, and technicians, among whom there is a dearth of formal training; and creates community-driven, interactive arts experiences. Some of those programs are the Hattiloo Youth Theatre that produces one fall outreach performance and one spring show on our main stage; Hattiloo in the Park (September) which combines a free youth-performed play, arts and crafts activities and youth talent show; Write On! Speak Out! (Sept - March) is a spokenword mentorship program with a college preparatory focus; and Special Shows for Special People (Aug - April), in which young adults with Special Needs use physical and occupational therapy to participate in the theatre arts. EXPERIENTIAL EVENTS: Throughout the season, Hattiloo hosts thematically relevant, free and open-to-the-public activities designed to allow patrons to connect more deeply with the specific themes of each play, and to increase their appreciation for the culturally-specific works we produce. Events include panel discussions, art and photography exhibits, educational installations, family-friendly hands-on workshops, guest lectures, film screenings, and other creative leisure-learning activities. 2. Camp Awareness (since 2008) is a six-week, full day art emergence program that broadens the cultural bounds of approximately fifteen 10 -13 year olds annually through exposure to art disciplines ranging from sculpture to poetry. Activities include workshops, field trips, and play rehearsals. 4. Hattiloo at the Library (since 2014) combines an early

---

childhood reading program with a traveling play based in classic children's literature, performed by and for young people at different branches of the Memphis Public Library on each Saturday in the month of September. 6. Technical Theatre Internship Program (since 2014) provides six high-school students experience in stage lighting, set construction, and costume making.

---

Numbers of paid full-time staff: 12

---

Number of paid part-time staff: 3

---

Number of volunteers: 21

---

(Section Break)

---

### **Narrative - Funding Request**

Please describe the program/project for which you seek funding and include how it will benefit the general welfare of residents in Shelby County, TN.

Theatre is an art form that inherently builds community. The act of sitting together and sharing a live theatrical experience unites the audience, for a time, in the struggles and dreams of a common vision. As a Black repertory, Hattiloo fulfills a distinct need for Memphis and Shelby County by producing plays with profound historical and cultural significance; by creating culturally enriching programming that is beneficial to people of all life experiences, ethnicities and socioeconomic status within the community; by hosting neighborhood-based events activities, and offering educational programs that inspire and prepare future generations of artists and theatregoers. There is no other local training ground with Hattiloo's resources and reach that is dedicated to the development and showcasing of theatre practitioners of color. Hattiloo produces plays and creates programming as a vehicle for deeper cultural enrichment. Any strategy that propels Hattiloo to stage higher-quality productions and execute relevant, effective programs in the diverse community in which we live, enriches the collective quality of life for all Shelby County citizens. The actors and production teams who rely on accessible, appropriately equipped and consistent rehearsal space in order to reach their highest performance potential will directly benefit from having rehearsals centralized at the Development Center. The same principle applies to our youth program enrollees, who we are obligated to equip with resources that match our high

---

expectations for their participation and performances. Other direct beneficiaries of the construction of Hattiloo Theatre Development Center will be the youth and adults who will enroll in Hattiloo Theatre School which will offer: in-depth, season-long training to adult actors; interdisciplinary arts workshops for youth through year-long participation in Hattiloo Children's Theatre; technical theatre internships for high school youth and college undergrads; and affordable public workshops and classes for both adults and youth .

---

### **General Operating Support**

---

If applying for general operating support, briefly describe how this grant will be used.

N/A

---

### **Project Support**

---

Please explain the specific project including a statement of its primary purpose and the need or problem that you are seeking to address.

Hattiloo's current office space, consisting of three single-person offices, a 12-foot shared open workstation, and a conference room, can in no way accommodate the increase in staff outlined in its three-year strategic plan. The new hires represent positions critical to our increased operational efficiency, programmatic effectiveness, execution of our strategic plan, and long term sustainability. Construction of the Hattiloo Theatre Development Center builds our capacity to fulfill the theatre's community-driven mission to serve Memphis and Shelby County with maximum efficiency and impact. This 3,600 annex, designed by archimania and constructed by Grinder, Taber and Grinder, will consist of ten single offices, a reception area, two open and flexible rehearsal spaces, and an outdoor learning center. The flex spaces will be used for youth programs, special events and classes, as yet, an untapped source of new revenue for Hattiloo. It will also serve as a creative hub for other performing arts groups, facilitating the creation of new, original work. As Hattiloo already relies heavily on satellite locations to accommodate program and rehearsal overflow (Caritas Village in Binghampton, Memphis Urban League in North Memphis, and Rhodes College in Midtown), the addition of new fee-generating classes and workshops without theatre-owned space in which to conduct them would be impossible. The construction of the Development Center will also make way for daytime revenue, an income stream generated during hours the building would not otherwise be

---

used. Two Hattiloo programs, a senior citizens program in partnership with the City of Memphis' MHA, and a program for special needs adults funded by Blue Cross Blue Shield of Tennessee, will be the first two programs to utilize the Development Center during the day. Similar to its initial \$4.2M capital campaign, Hattiloo Theatre seeks to continue operating in a fiscally conservative manner by opening the Development Center completely debt-free. As of July 2016, Hattiloo has raised \$825,000 of its \$900,000 goal. Support from Shelby County Commissioners will enable Hattiloo to maintain its current trajectory of artistic and organizational growth, while further developing as a cultural beacon for our region.

---

How does the project contribute to your organization's overall mission?

The mission of Hattiloo Theatre is to develop a Black theatre that is accessible to, relevant to, and reflective a multicultural community. As the theatre enters its second decade of operations, Hattiloo aspires to be a national leader in the creation of innovative Black theatre for audiences of all ages. In recent years, we have experienced dramatic success based on our efforts to enhance the quality of our artistic work, while also operating business at a level never before achieved by a Black arts organization in Memphis. Construction of the Hattiloo Theatre Development Center is a necessary element of our professional and artistic evolution. Adhering to professional standards in pursuit of our mission is important, as it signifies that there is not only a need for diversity in the arts, but that the work produced by Hattiloo and other arts organizations featuring people of color can and should be executed with excellence; and, to produce excellent work, one must have the tools to do so.

---

(Section Break)

---

### **Narrative - Evaluation**

Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

The success of the Hattiloo Annex will be determined by Hattiloo's ability to raise sufficient funds for construction without incurring debt, as it was successful in achieving in its first capital campaign, as well as by on-time construction and groundbreaking. Once the building is in use, we anticipate a noticeable difference in the flow of daily operations and programs, and a relief of burden on the administrative staff. As time progresses we envision the annex as a new source of revenue for the theatre, another quantifiable measure of the

worth of this investment. By the end of the funding period Hattiloo Theatre Development Center make possible: • In-depth, season-long training for 10 adult actors from Hattiloo's seasonally appointed Theatre Company • Interdisciplinary arts workshops for 15-20 youth through year-long participation in Hattiloo Children's Theatre; • Technical theatre internships for 8 – 12 high school youth and college undergrads; • Affordable fee-generating public workshops and classes to 48 adults and youth (\$12,500) • The launch of Hattiloo's daytime Senior Theatre Program and the expansion of the Special Shows for Special People program to include daytime activities (25 people served)

---

Attachments:

---

If your request is under \$25,000 please attach the following:

1. Copy of the entity's 501 (c) 3 certificate for charitable organizations or 501 (c) 4 certificate for civic organizations
2. Most recent IRS Form 990 or Financial Statements (balance sheet and income statement) as of the most recent fiscal year end certified by Chief Financial Officer/Treasurer of the entity.
3. Complete Budget for grant request

---

If your request is \$25,000 or more please attach the following:

1. Copy of the entity's 501 (c) 3 certificate for charitable organizations or 501 (c) 4 certificate for civic organizations
2. Copy of an annual audit as of a date within 18 months of the start of the current fiscal year.
3. Complete Budget for grant request

---

File 1 [501c3.pdf](#)

---

File 2 [FY15 Audit.pdf](#)

---

File 3 [Hattiloo Theatre Expansion Budget.pdf](#)

---

ACKNOWLEDGEMENT:

---

Read, and if you agree to the provisions, sign the following:

---

The information provided has been submitted in good faith and as completely as our records and recollections permit.

---

I understand that the information provided in this application shall be open to inspection upon filing with the office of the Shelby County Board of Commissioners.

---

Signature: Ekundayo Bandele

---

Printed Name: Ekundayo Bandele

---

Date 8/4/2016

---