

## Grant Assistance Package

### Tips for Filling in the Grant Application

Please note that you need two documents for this – both are available from our website, or from the [AFA's website](#). The Grant Application Instructions from the AFA have been made part of this document. If you do not have both documents, or cannot obtain them, please [contact the AFA](#) for guidance.

This grant is a juried grant. This means that a jury of artists and administrators called together by the AFA will read your application, and will give it a thumbs-up or thumbs-down. It is essential that you follow the links on our website to the [AFA's page for Artists in Education](#), look at their 'Tips for Applying'. Use them – they will make it clear what the AFA wants to see in your application. Whenever possible, use your own words to describe our company, the project, its benefits to your students and so on – applications that copy our documentation word-for-word, or which are too general, are less likely to be successful in the eyes of the jury.

### Filling in the application

Please note that these instructions assume your application is ONLY for assistance with our fees. If you are applying for multiple projects, we strongly suggest you seek guidance from the AFA.

A. The first page you fill in is the “Artists and Education Project Grant Application Form”. Fill in your details, and then fill in “Name(s) of Artist(s) Participating in Activity” with “Theatre Prospero.” The “Requested Grant Amount” is \$800 for schools in Edmonton, St Albert, Sherwood Park, Fort Saskatchewan, Spruce Grove, Stony Plain, and Leduc. All other locations within 100km of Edmonton will request \$1350. Within Calgary, Okotoks, and Airdrie \$1350 is to be requested; everywhere else is to request \$2325. As this is a one-day event, the “Project Start Date” and the “Project Completion Date” are the same date (the day we visit your school).

B. The most involved part of the grant application is the “Detailed Description” requested in 4.2 of the grant application guidelines. Our enclosed “Description of Artists in Residence Program” is intended to help you out if your school hasn't participated in one of our workshop productions before. Do not attach this to your application! The jury may reject the application if the description is not tailored to your situation and school – You must use your own words. Write this up (we'll check it for you if you want a second opinion) and make it the second page of your application.

C. “Filling Out the Budget Template” gives you line-by-line instructions for the template (p.5 of the application form). It is extremely simple; remember that the prices indicated here do not include GST.

D. The “Letter of Agreement” requested in 4.3 if the instructions is included with this package. Please fill it out, using the amount on the invoice we have sent you. Please fax us a copy at (815) 301 6529 or by mail to Theatre Prospero, 10174-92 Street, Edmonton, AB T5H 1S9. A copy of your letter of agreement must be received Theatre Prospero before we can confirm your booking!

E. Enclose a copy of our Company History and Mandate – this is the “Résumé” referred to on the checklist.

F. Sign and date the “Applicant Agreement”.

G. Tick the boxes on the checklist.

Then send 3 copies (this does not include the original, which must also be submitted) of your entire application to the AFA, including attachments, and you're done! The AFA will notify you approximately two months later if your application is successful.

PLEASE REMEMBER that we require your deposit as soon as possible – preferably when you send your letter of agreement to us. Remember that your deposit will be refunded if you do not qualify for the grant.

If you'd like more assistance with the grant application, please email or phone Theatre Prospero's Tour Manager Mary-Ellen Perley at [meperley@gmail.com](mailto:meperley@gmail.com) or 780-477-2773 ext.107, or phone Paul Reich at The Alberta Foundation for the Arts at (780) 415-0287 (or toll-free by dialing the same number preceded by 310-0000).

### **Workshop/Performance Program An Outline of Objectives and Benefits**

*DO NOT ATTACH THIS TO YOUR GRANT APPLICATION!  
Use it as a guide to developing a description unique to your school.*

#### **Description**

- Up to thirty student actors will work directly with the professional actors of Theatre Prospero, and will explore their creative potential as they take a vital role in the creative process. The school will cast the student roles, download and distribute scripts and support materials three weeks before Theatre Prospero arrives. Students are taught the meaning and significance of their roles within the story of the play by their teachers, and learn their lines through the work their teacher does with the students over these three weeks.
- The morning Theatre Prospero arrives, the students will work with professional actors to bring the work they have done with their teacher to life - learning blocking and choreography, and exploring the possibilities of the text through Theatre Prospero's interpretation of the play. In the afternoon, they will perform with them for an audience of their peers.
- In the afternoon, the student audience members will have the opportunity to enjoy the work of their peers and the five professional actors in a lively performance of a Shakespearean play. The students performing in the play will live the play through performance, giving them a practical understanding of the value of the work they have done in order to make the performance exciting and moving.

#### **Activities**

- Participating students will work with professional actors, and perform alongside those actors in a public staging of a Shakespearean play.
- Students will practise language arts skills as they rehearse, perform, and listen to the language of the play.

- Professional actors will coach and rehearse with the participating students, building on the work the students have done with their teacher.
- Participating students will practice group work, interpersonal communication, and presentation skills.
- Students will learn about Shakespeare, his plays, and theatrical form in an active way.

### Objectives

- To have the student actors gain confidence and self esteem by learning from – and playing alongside – professional actors who have an extensive understanding of the play and Shakespeare.
- To have the student audience see an engaging, imaginative version of one of the world’s greatest plays.
- To give students an opportunity to practise language arts skills as they learn and perform – or listen to and enjoy – Shakespeare’s poetic language.
- To expose all the students at the school to a form of drama that relies upon collective imagination and creativity to create and dissolve illusions.
- To increase student awareness of their creative possibilities – individually and collectively.
- To make Shakespeare’s work a living thing through the students, making them aware that they have a role in making culture live, and making it relevant by participating in it.

### Benefits

- Students will learn that Shakespeare is exciting and lively, and that theatre can be an enlightening way to strengthen their relationships with their peers – and their community; students’ confidence in dealing with poetic language will be boosted, and many are likely to become more open to literature they previously thought of as arcane or impenetrable; students’ performance in English classes may be positively impacted, which will benefit their academic and future careers; students will be more open to staging plays they are studying in future, or even be encouraged to form their own drama group.
- Teachers will have the opportunity to explore a new avenue for getting their students excited about literature and drama; they will be able to work co- operatively with theatre professionals; they will have the chance to re-energize their own creative resources through their participation in a new way to approach subject material.
- The school community – and the community at large – may be more willing to support students’ creative ventures. Community members who attend the performance will have the opportunity to experience the same benefits as the student audience members. Interest in drama will be fostered across the board.

**You will need to write your own Project Description for your application! If you do not,**

**the jury WILL know and WILL REJECT your application.**

Use what we have provided above to describe – **in your own words** – what inviting Theatre Prospero to your school will achieve, as well as what will happen during the day we are there. Feel free to expand on how specific aspects of your plans for teaching the play dovetail with our workshop, or how our project will benefit your school in extracurricular ways (as many schools have us in to work with their drama club). Try to keep your description to one page, and definitely no longer than two.

**INSTRUCTIONS For Filling Out the Budget Template**

If you have arranged to billet us please fill out the budget template as if you are paying the full fee. We will invoice you for the full fee, and you will pay us the full fee minus the amount for billeting. We will issue a receipt indicating the amount you have paid in cash, and the amount you have paid in kind (by billeting us).

**If your school is in Edmonton, St Albert, Sherwood Park, Spruce Grove, Stony Plain, Fort Saskatchewan or Leduc:**

Line A: \$1600.00

Line B: \$800.00

You may ignore Line C.

**If your school is in Calgary, Airdrie or Okotoks:**

Line A: \$2700.00

Line B: \$1350.00

You may ignore Line C.

**If your school is in none of the above communities, and is fewer than 100km from Edmonton:**

Line A: \$1800.00

You may ignore Line B.

Line C: \$1350.00

**If your school is in none of the above communities, and is more than 100km from Edmonton:**

Line A: \$3100.00

You may ignore Line B.

Line C: \$2325.00

\*Our fee covers all expenses. You should not need to list any additional costs.

### Letter of Agreement

This agreement between the Theatre Prospero Association, of 10174-92 Street, Edmonton, Alberta (the company)

and \_\_\_\_\_ (the school)

of \_\_\_\_\_.

The company will provide a one day workshop/performance of

\_\_\_\_\_ (the play)

on \_\_\_\_\_ (the booking date)

for a fee of \_\_\_\_\_, plus 5% GST of \_\_\_\_\_, for a total of \_\_\_\_\_.

The school will immediately pay a deposit of \$600 against the fee indicated above, and pay the balance of the fee (including GST on the entire amount) on the day the company arrives. Failure by the school to pay the deposit in a timely manner may result in the cancellation of the booking, if deemed necessary by the company. Failure by the school to provide a cheque for the balance owing on the morning of the day of performance may result in cancellation of the engagement. In such a case the school shall however remain liable for the entire fee. The company will undertake to refund the deposit if the school's application for funding from the Alberta Foundation for the Arts is unsuccessful, provided that the school has applied for the grant as per the guidelines in Theatre Prospero's Funding Assistance Package. Particular attention is drawn to the obligation of the school to describe the residency in their own words, as per the requirements of the Artists and Education Grant program. Any other refund or exemption is subject to the company's terms and conditions regarding cancellations (as indicated on the company's website) or by approval in writing from Theatre Prospero.

At least three weeks in advance of the booking date, the teacher responsible for the activities on the booking date will download materials from [www.theatreprospero.ca](http://www.theatreprospero.ca). The teacher is responsible for printing or copying any documents made available on the site, and for distributing these to the students as required. The teacher will help prepare for the company's arrival by helping students understand the play, memorize their lines, and will also give them any instructions specified by the company. When doing this, the teacher shall follow the guidelines provided by Theatre Prospero, and shall negotiate with the company any plans to deviate significantly from these guidelines.

The school shall prepare a performance space in advance of the company's arrival, including set up as per Theatre Prospero's instructions applicable to that performance, and is required to have the performance space available for the entire day (in addition to a second rehearsal space for the morning where possible). Failure to have the space setup before the company's arrival will incur an overtime fee of up to \$180.00 for any setup work done by the company which results in company overtime. The school shall also ensure that scheduling of the performance allows our company a one-hour break for lunch. Failure to provide a one hour lunch break will also result in the school being charged a penalty of up to \$180.00. Theatre Prospero will not be held liable if the school or its

students are unprepared on the day of the performance. In the event that a student behaves in such a manner as to disrupt rehearsal or performance, at the sole discretion of the company, that student may be removed from rehearsal or performance.

The company shall spend the first half of the school day (as indicated above) leading workshops and rehearsals with the school's students. During the second half of the day the company will perform the play with the students. A second performance may be added, under a separate letter of agreement.

The school may not defer or delay any portion of the fee, or deviate from the terms of this agreement without prior written consent from the company.

The date of this engagement may be changed upon agreement by both parties before September 15 2008.

**Signed:**

Signed (for the school)

\_\_\_\_\_

(please print) \_\_\_\_\_

Date: \_\_\_\_\_

Mark Henderson  
Theatre Prospero Association  
10174 – 92 Street, Edmonton Alberta, T5H 1S9  
info@theatreprospero.ca  
Tel: (780) 477-2773 (ext.107)  
Fax: (815) 301-6529

**Mandate**

To provide innovative and affordable classical theatre for student and community audiences, and to provide high-level training and performance opportunities for teenagers.

**Where we are, Whom we serve**

We are in Edmonton, Alberta. We serve schools in Alberta, as well as BC and Saskatchewan.

**Main Goals and Artistic Objectives**

To keep Shakespeare's works (in addition to other classic theatre) alive as a tool people can use to explore and celebrate what it means to be human. To make them accessible to modern audiences in their local cultures without watering down the content. To celebrate and bring to immediate life other works that deal with great themes about humans as individuals and societies.

**Our Role in the Arts Community**

Our primary role is in arts education and audience development. We like to give young performers a chance to fly. Many of our student performers keep coming back to our projects in increasingly

challenging roles. We believe that putting faith in youth can only have positive psychological and sociological repercussions.

## Company History

### 2009

Over the 2008/2009 season we toured *Much Ado About Nothing* and *Romeo and Juliet* in rep to Alberta schools. We also participated in Workshop West's Canoe Festival in January with *Maggie Now Part One*, and in February launched what is to be our annual Serca Festival of Irish Theatre.

### 2008

*Romeo and Juliet* toured to Alberta schools, along with multi-day residencies of *Much Ado About Nothing*. Both plays featured some of Edmonton's most exciting and versatile actors. We also enjoyed great success at the 2008 Edmonton International Fringe Theatre Festival with *Maggie Now Parts Three and Four*.

### 2007

At the 2007 Edmonton International Fringe Festival Theatre Festival, Prospero and the Prosperous Paddies Co-op built on their earlier success with *Maggie Now Part One* to bring the audience two hits: a richer *Maggie Now Part One* and the new *Maggie Now Part Two*. September saw first performances of Theatre Prospero's second new work in two years, *Blood Opera: The Raven Tango Poems* featuring text by Edmonton poet Jannie Edwards, images by Paul Saturely, tango choreography by Kathleen Ochoa, performances by Jennifer Spencer and Calvin Malaka, and direction and poetry by Mark Henderson

### 2006

Repeating and building on our success in 2005, we toured to over 50 schools in Alberta with *Hamlet*, *Macbeth*, and *A Midsummer Night's Dream*, in addition to two major multi-week residencies. In addition to this we staged the world premiere of Jennifer Spencer's adaptation of *Maggie Now Part One* at the Edmonton International Fringe Festival to great critical acclaim, and announced our 2007/2008 season with a new production of *Romeo and Juliet*.

### 2005

We performed our new production of *Hamlet* at the Edmonton International Fringe Festival, yet again, with a hugely enthusiastic group of student apprentices. We continue touring our highly successful productions of *A Midsummer Night's Dream* and *Macbeth*, as well as a major tour of *Hamlet*, to a grand total of over seventy schools across Alberta.

### 2004

We performed a highly successful student participation production of *Macbeth* at the Edmonton International Fringe Theatre Festival. The same production toured to over forty Alberta Schools during the 2004/2005 season, rehearsing students into the play in mornings, and then performing it with them for their peers in the afternoon. We also continued to tour our highly successful production of *A Midsummer Night's Dream*.

### 2003

We performed an audience participation production of *A Midsummer Night's Dream* at the Edmonton International Fringe Theatre Festival to critical and audience acclaim. The same production toured to thirty-six Alberta schools during the 2003/2004 season, rehearsing students into

the play in morning, and then performing it with them for their peers in the afternoon.

## 2002

In the spring we had three successful artists in residence programs of *A Midsummer Night's Dream* ranging from 5 to 15 days at Altario School, Buck Mountain Central and Youngstown school with between 50 and 150 active participants at each school involving students from K – 12 and community members.

## 2001

In the fall we toured Alberta with our highly successful one day workshop/performance of *The Taming of the Shrew*. Five professional actors and up to 30 students presented the show to student and community audiences after a three hour workshop. The Alberta Foundation for the Arts (AFA) supported the tour.

Our AFA funded spring residency at St. Joseph's High School in Edmonton spanned almost 8 weeks and brought together over 200 students from Drama, Industrial Arts, English, Religious Studies, Philosophy, A.V. and Music. Students re-wrote *The Bacchae* into a modern setting, featuring a chorus of ravers and their guru pitted against a neo-conservative regime and its fascistic leader. They incorporated live video feed news reports and modern music. The production featured student designed costumes, sound, set and props. It was a very successful integration of many of this school's special programs into an excellent modern telling of an ancient, yet relevant tale.

## 1999-2000

*The Taming of the Shrew* was staged with student participation (and generously co-sponsored by the Stanley Milner Library) in November 2000 at the library theatre. Over 2000 students came out to see this highly successful production. *The Bacchae* was used for a three-week, AFA funded Artists in Residence program at Ross Shepherd High School that focused on Euripedes' tale. Students from these residences (and from open auditions) were recruited to take part in the completely separate AFA-funded production of the play, which we mounted in May of 2000.

*A Midsummer Night's Dream* was performed as part of a two-week, AFA-funded Artists-in-Residence Program at Laurier Heights Elementary-Junior High. Areas of instruction included acting, voice, movement, design, stage management, ensemble work, story telling, music and writing. *The Second Shepherds' Play* – our first foray into the field of Medieval Drama - was staged at McDougall United Church in December.

## 1998

The company teamed up with The Nataraja Studio to co-produce *Much Ado About Nothing* and *Hamlet* in repertory for over 3,500 students at the Arts Barns Open Space. *Much Ado About Nothing* marked our fourth Shakespeare since March 1994 with a mixed cast of student and professional actors.

The company ran a two-week Artists-in-Residence program at Laurier Heights Elementary-Junior High focusing on Charles Dickens' *The Life and Adventures of Nicholas Nickleby*, which featured a cast of 250.

## 1996 and 1997

*The Tempest* reached an audience of over 1,600 and *A Midsummer Night's Dream* played to 1,500 students over a five day run.



Theatre Prospero's tours and residencies are produced and directed by Producing Director Mark Henderson (MFA Directing – University of Alberta) with assistance from Joyce Miller (MFA Drama – Lethbridge). Occasionally shows are directed by highly skilled directors hand-picked by Mark Henderson. The company is registered with the Alberta provincial government as the Theatre Prospero Association. Mark Henderson is an Edmonton director, actor and drama instructor. He has taught scene study, directing, and introductory drama at the University of Alberta, from which he received his Masters of Fine Arts in Directing. Mark has also taught teen acting for the Citadel Theatre School, Camp Shakespeare (at the River City Shakespeare Festival), and for Theatre Zocalo. Mark has directed numerous productions and residencies for Theatre Prospero, the most recent being Hamlet, which ran at the Edmonton International Fringe Festival. Mark has also acted in numerous productions for Theatre Prospero and other companies both in Edmonton and in other centres. In addition to his MFA in directing, Mark also attained a BA in drama from Dalhousie University's Acting Program. He has twice studied at the Banff Centre School of Fine Arts. Further information on the company's history and mandate can be provided by contacting Theatre Prospero.