



# CF Community Arts Partners

**Due date for 2025-2026 grant cycle is March 28, 2025**

## Program Information and Application

### What is Community Arts Partners?

Each academic year, a select number of non-profit organizations will be chosen through an application process to become Community Arts Partners for the following year. An organization selected to be a CF Community Arts Partner may have one event in the Charles R. Dassance Fine Arts Center Auditorium and Lobby, the Citrus Campus Conference Center, the Norman and Susan Reid Black Box Theatre, or the Appleton Museum of Art, College of Central Florida auditorium and may be eligible to have basic rental fees waived.

### Who is eligible and how does an organization apply?

Applications are available from [www.cf.edu/arts](http://www.cf.edu/arts) and are due by March 28. Awardees are selected and announced in March for the next academic year. To be eligible, organizations must be non-profit (preferably with current 501(c)(3) status) or not using the facility for profit. The mission and goals of the applicant organization should align with the college's mission to support education and the growth of the arts in the community. Preference will be given to performing arts organizations, but other types of organizations will also be considered.

### If selected, how do we reserve a specific date and fulfill our obligations as a CF Community Arts Partner?

Partner agrees to:

- List the college as a co-sponsor on all publicity materials, advertising, press releases and programs.
- Provide a minimum of 15 complimentary tickets prior to the event for CF students. If unused, CF will release the tickets 48 hours prior to the event.
- Complete an Application for "License to Use the Facilities" form, which includes an obligation to carry insurance (CF may be able to provide this for you for a fee if needed).
- Include information provided by CF in the event's program:
  - Auditorium house rules
  - A brief description of the CF Community Arts Partners program
  - The CF or Appleton Museum of Art, College of Central Florida logo
  - Provide a proof of the program prior to printing
  - Provide full payment for any direct or additional costs incurred (such as technical support, custodial service and equipment rental)
  - Attend a production meeting at the CF venue at least one month prior to event.

Failure to comply will make the applicant ineligible for future partnerships.

### CF agrees to:

- Waive the facility rental fee for one day (if eligible). Please note that if the event requires the hiring of additional technical staff, your organization may be responsible for that cost. Please note that you will be asked to provide ushers for your event.
- List the event in select college marketing materials.
- Waive the fee for one rehearsal time in the facility, the schedule for which is to be determined during the production meeting.
- Provide copies of CF or Appleton Museum of Art, College of Central Florida logo, description of Community Arts Partners program and house rules for the printed program.

# CF Community Arts Partner Application

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/P.O. Box City State Zip Code

Organization Website: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Title: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Organization Tax Status: \_\_\_\_\_

Name and Brief Description of the Proposed Program:

**ATTACH the Following Information in a Detailed Proposal:**

- Full description of the proposed event (one page).
- Target market of intended program.
- Proposed marketing plan for the event.
- Written description of previous performances (if applicable).
- Proposed budget for the event (including admission price). Please include projected revenue if the event will have a cost for patrons.
- Brief justification for how this event reflects the college's mission statement:  
College of Central Florida provides access to high quality, high value baccalaureate degrees, associate degrees, certificates and diplomas, and promotes the economic, social and cultural development of our community.

**Once completed, email this application to Kelly Ryan, [ryank@cf.edu](mailto:ryank@cf.edu)**