



wharton center for performing arts

Recipient Organization

APPLICATION

Wharton Center for Performing Arts is proud to offer scholarship tickets to pre-approved organizations, with priority given to organizations serving economically-disadvantaged youth and families. To be considered for tickets, an applicant must meet the following requirements. Approval is at the sole discretion of Wharton Center management and does not guarantee tickets. The quantity and frequency of tickets is based on available funding.

Eligible organizations must:

1. Be a public or private not-for-profit 501(c)(3) organization or Title 1 schools
2. Primarily offer programs focused on youth, especially those who are economically-disadvantaged.
3. Complete the following application and meet the minimum requirements as described below.

REQUIRED ATTACHMENTS (Check as attached)

- List of current Board of Directors
- Proof of not-for-profit status or Title 1 designation
- Promotional material highlighting organization’s purpose and programs

(Please limit your responses to the space allowed. Please type. Application may be computer generated as long as the format remains the same).

AGENCY INFORMATION

1. Organization: _____
2. Contact Person: _____
3. Mailing Address: _____
4. City / State / Zip: _____
5. Daytime Phone: _____
6. Email: _____

7. Purpose or Mission Statement of organization.
8. Brief description of organization activities, specifically programs for disabled or economically-disadvantaged youth (i.e., major accomplishments in the past year with approximate attendance figures for each entry).
9. Detailed description of who is served by your organization.
10. What type of performance(s) appeal to your group? **(Check all the apply)**
- Broadway Dance Jazz Classical
 Family Comedy World music Pop music
 Opera Sensory Friendly Performances (for those with ASD or other sensory input issues)
- Cultural emphasis, if appropriate: _____
11. How often could your group utilize tickets? *Tickets to Broadway shows are typically offered for the Tuesday evening performance at 7:30pm.*
- Twice a month Once a month Once per year No limit
12. What is the maximum number of participants in your group? *A minimum of 80 percent of the donated tickets must be used by youth. Chaperones should be based on your group's individual needs; however, no more than 20 percent of the donated tickets can be used for adults. In most cases, seats will be provided in lowest priced seating zone in order to maximum the number of tickets purchased.*
- 20 to 49 50 to 74 75 to 99 100 or more

Participating organizations and/or parents are responsible for providing transportation to and from the theatre, and recipients are requested to write a thank you letter or submit a creative expression of their experience, which will be forwarded to the group sponsor.

**Submit completed application and support material to
Wharton Center for Performing Arts
Seats 4 Kids Ticket Request
Michigan State University, East Lansing, MI 48824**



RECIPIENT ORGANIZATION - Frequently Asked Questions

What is the purpose of the scholarship fund?

Seats 4 Kids was created to provide free tickets to local youth who could not otherwise afford to attend a performing arts event.

How is the program funded?

Tickets are purchased with private contributions from individuals and groups.

What types of organizations participate in the program?

Participating organizations are pre-approved by Wharton Center and must be not-for-profit 501(c)(3) organizations or Title 1 schools that offer programs focused on economically-disadvantaged youth.

How does an organization get pre-approved for tickets?

Interested organizations must submit a formal application for consideration. Complete requirements are outlined in more detail in the application. Once a formal application is submitted, Wharton Center management will review the application and corresponding materials to determine if the organization meets the program requirements. Organizations will receive a letter with more information after their application has been reviewed.

What should we expect after our application is approved?

A Wharton Center staff member will coordinate with your organization's contact person to determine when tickets can be offered. When tickets are available, they will be provided to the contact person with ample time for distribution to qualified youth, prior to the Wharton Center engagement.

Is transportation provided for participating groups?

No. Participating organizations and/or parents are responsible for providing transportation to and from the theatre. If transportation is a major barrier, Wharton Center may be able to work with Dean Transportation to provide complimentary busing or provide you with application information.

How many tickets are purchased through this program?

The quantity and frequency of tickets is based on available funding provided solely through private contributions.

How do we know that tickets are going to worthy children?

Participating organizations are required to ensure that at least 80 percent of donated tickets are used by economically-disadvantaged youth. The remaining 20 percent may be used for chaperones, as needed. Tickets will be mailed to a designate group leader for distribution to youth and chaperones. A Wharton Center representative will follow up with the organization, prior to a performance, to ensure that all tickets have been distributed and will be used.

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Can contributors designate which organization receives tickets purchased with their gift?

No. In order to qualify as a tax-deductible donation, contributors CANNOT designate which organization receives tickets. If a contributor wants to purchase tickets for a specific pre-approved organization or an organization that has not yet been pre-approved, the donation should be made directly to the organization and that organization can purchase tickets through the Box Office as a group sale.

Are contributions tax-deductible?

Yes. If a contributor is a Michigan resident, the gift also qualifies for a direct income tax credit.

What recognition do contributors receive?

For a gift of \$100 or more, contributors will be acknowledged in Wharton Center's *Curtain Call* house program for the season in which the tax-deductible gift occurs (*alpha order without reference to the amount of their contribution and not within the Wharton Circle Honor Roll.*) They'll also receive an invitation to Wharton Center's annual donor appreciation concert and a subscription to *Backstage* newsletter.

NOTE: We also ask that the children write thank you letters that will be periodically sent to participating contributors. Letters will come directly to Wharton Center and be distributed to donors by the communications department.

Do contributions qualify for Wharton Center's seating priority system?

No. Contributors to the *Seats 4 Kids* fund are purchasing tickets for disadvantage children, not donating to support Wharton Center's general operations or one of our endowment funds. Seating priority is reserved as a benefit for subscribers and donors to Wharton Center's general fund.