

# Pay It Forward 2024

Thank you for your application to CitySpace's Pay It Forward program.

**Application due date:** May 6, 2024, 11:59 P.M.

CitySpace is committed to improving access to our programs and services. If you need any assistance with this form, please contact us at [hello@cityspaceeasthampton.org](mailto:hello@cityspaceeasthampton.org) or call 413-282-7705.

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\* Indicates required question

1. Are you applying to Pay It Forward as an individual or an organization? \*

If you are a part of a band, we recommend you apply as an individual. If you are representative member of a non-profit or LLC, we recommend you apply as an organization.

*Mark only one oval.*

I am applying as an individual artist. *Skip to question 2*

I am applying as an organization. *Skip to question 18*

## Individual Application

2. First Name \*

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3. Last Name \*

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4. Email Address \*

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5. Street Address \*

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6. City \*

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7. Zip code \*

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8. Phone \*

Area code and number

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9. What Massachusetts county do you live in? \*

*Mark only one oval.*

- Franklin
- Hampden
- Hampshire

10. Share your website address or a website that best represents your work.

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11. Share your Instagram (instagram.com/yourhandle)

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*Skip to question 12*

## About - Individual Application

CitySpace is committed to providing programs that are accessible and equitable, engaging participants from a diverse range of communities. The below information will help us fulfill that commitment.

### 12. Age \*

*Mark only one oval.*

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+
- Prefer not to answer

### 13. What was your annual income in 2023? \*

*Mark only one oval.*

- Up to \$20,000
- \$20,001 to \$29,999
- \$30,000 to \$44,999
- \$45,000 - \$54,999
- \$55,000 - and above
- Prefer not to answer

14. What was your household income in 2023? (you, your spouse, and your tax dependents) \*

*Mark only one oval.*

- Up to \$50,000
- \$50,000 - \$64,999
- \$65,000 - \$74,999
- \$75,000-\$84,999
- \$85,000-\$94,999
- Above \$95,000
- Prefer not to answer

15. Race \*

Please respond in the way that most appropriately describes how you identify yourself.

*Check all that apply.*

- African-American or Black
- American Indian or Alaska Native
- Asian
- Hispanic/Latinx
- Middle Eastern or North African (MENA)
- Native Hawaiian or Other Pacific Islander
- White
- Prefer not to respond
- Other: \_\_\_\_\_

16. Please select if you identify of any of the following: \*

Please respond in the way that most appropriately describes how you identify yourself.

*Check all that apply.*

- BIPOC artists
- LGBTQ+
- Artist with disabilities

17. What barriers do you experience to accessing space for, project development, performance, and/or rehearsals? \*

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*Skip to question 34*

### **Organization Application**

18. Organization Name \*

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19. Primary Contact First Name \*

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20. Primary Contact Last Name \*

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21. Primary Contact Email Address \*

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22. Organization Street Address \*

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23. Organization City \*

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24. Organization Zip code \*

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25. Organization Phone \*

(000) 000-0000

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26. What Massachusetts county is the organization based? \*

Pay It Forward is open to organizations in these three Massachusetts counties.

*Mark only one oval.*

Franklin

Hampden

Hampshire

27. Share your organization's website address or a website that best represents your work. \*

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28. Share your organization's Instagram (instagram.com/yourhandle) \*

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*Skip to question 29*

### About - Organization

CitySpace is committed to providing programs that are accessible and equitable, engaging participants from a diverse range of communities. The below information will help us fulfill that commitment.

29. Who does the organization's project application serve? \*

*Check all that apply.*

- Black, Indigenous, and people of color
- LGBTQ+
- Low-Income
- Other: \_\_\_\_\_

30. Briefly describe the demographics of the organization's leadership. \*

250 words or less.

\_\_\_\_\_

31. What was the organization's operation (expenses) budget in 2023? \*

*Mark only one oval.*

- Below \$20,000
- \$20,001- \$49,999
- \$50,000 - \$99,999
- \$100,000- \$249,999
- Above \$250,000
- Other: \_\_\_\_\_

32. What barriers do you experience to accessing space for, project development, performance, and/or rehearsals? \*

\_\_\_\_\_

33. What is the estimated project budget for this application? \*

*Mark only one oval.*

- Below \$1,000
- \$1,000 - \$2,499
- \$2,500- \$4,999
- \$5,000 - \$10,000
- Above \$10,000
- Other: \_\_\_\_\_

*Skip to question 34*

### **Project Information**

34. Which discipline best describe your work. \*

*Mark only one oval.*

- Dance
- Film/video/digital/electronic arts
- Literary
- Multi-disciplinary
- Music
- Theater
- Performance
- Other: \_\_\_\_\_



35. Please provide a clear description about how you anticipate using the time and venue if selected , e.g., continuing working on current projects, experimentation, rehearsing, reading, performing, writing, producing etc. \*
- (250 words max.)

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36. What do you need to strengthen in your work? \*
- (250 words max.)

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37. Based on your interests and work goals previously mentioned, are there specific resources, facilities, or equipment you may require while in the Blue Room that are necessary to your practice/production? \*
- (250 words max.)

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38. If any, describe any key individuals involved in the project. Who are they, and what will they add to the project. How did you come to the decision to include these individuals in your project?

(250 words max.)

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39. Imagine you have access to the Blue Room from July to December 2024. In one to two sentences, describe how many hours you are expecting to use the venue per month or per week? *For example:* \*

*4 hours per week for rehearsal and 2 days for a public performance.*

*Or 1 full week for dress rehearsal, and threedays/one weekend for performances.*

Selected applicants will have an opportunity to amend and coordinate times with CitySpace. If you have specific dates in mind, please include them here.

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40. Describe your public performance or event. What do you envision occurring at the events(s) or performance(s)? How many events/performances will there be?

500 words

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41. Selected applicants may receive access to workshops, peer-to-peer cohort meetings, or one-on-one consultations. Which areas of focus would you like to participate in? \*

*Check all that apply.*

- Budgeting/Finance
- Creative Feedback
- Fundraising
- Grant Writing
- Marketing
- Technical Consultation
- No thanks.
- Other: \_\_\_\_\_

42. Pay It Forward allows you to learn from other recipients through peer-to-peer cohort meetings. What skills can others learn from you? \*

\_\_\_\_\_

43. Resume /CV or bio  
upload a 1 page resume/CV or bio here

Files submitted:

44. Please upload a publicity photo of yourself or your group or organization. \*  
This is the image that CitySpace will use in marketing and communications throughout the program, should you be selected.

Files submitted:

45. How did you hear about the Pay It Forward opportunity?

*Check all that apply.*

- CitySpace website
- Facebook
- Instagram
- Google
- Friend
- Other: \_\_\_\_\_

46. All of the information provided in this application is true to the best of my knowledge. \*

*Check all that apply.*

- yes

47. If your project is not eligible for Pay It Forward, would you be interested in a partnering collaboration with CitySpace to present your event? \*

*Mark only one oval.*

- yes
- no
- maybe

48. I have fully read and understand the Pay It Forward Guidelines and information. <https://www.cityspaceeasthampton.org/pif> \*

*Check all that apply.*

- yes

49. Should I be accepted into Pay It Forward Program, I authorize CitySpace to use the following items (Photo and Biography) on their website and to distribute in email communications. \*

*Check all that apply.*

yes

50. You made it! Thank you for your application. Anything else we should know?

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