

## GRANT AWARD FORM

**Grant Award Form:** Please complete the Project Questions below and include this page in your Final Report materials submitted to the address below.

The information provided in question #1 - 5 should be the same as the information on your Urbana Arts Grant Agreement with the City.

**1. GRANTEE:** Name of Applicant or Primary Contact:

FAY|GLASSMAN Performance

Address:

704 West Oregon, Urbana IL 61801

Project Title:

Experimental Theatre Performance Laboratory for Young Theatre Practitioners

**2. TOTAL AMOUNT OF GRANT FUNDS AWARDED:** \$ 2,250 .00

**3. TOTAL AMOUNT OF GRANT FUNDS RECEIVED TO DATE:** \$ 1,125 .00

**4. GRANT PERIOD:** July 1st 2020 through February 29, 2020.

**5. EXPENDITURE DEADLINE:** March 30, 2020.

**6. DATE OF PROJECT COMPLETION:** February 29, 2020.



DATE: 2/29/2020

Fay | Glassman Performance  
704 W. Oregon  
Urbana , Illinois 61801  
217.344.3903

I hereby certify that I am authorized to approve this Report, which serves as a Request for Reimbursement, that I have reviewed the attached invoices in the amount of \$2,250; that all costs claimed have been incurred for the Project in accordance with the Agreement between Fay|Glassman Performance and the CITY OF URBANA; that all submitted invoices have been paid; and no costs included herein have been previously submitted.

Should you need it for tax purposes our FEIN is **46-5250561**

Again, the FAY | GLASSMAN Performance would like to thank you for your support..

Sincerely,

Lisa Fay                      Jeff Glassman  
Executive Co-Directors  
Fay | Glassman Performance

Fay | Glassman Performance

704 West Oregon, Urbana, Illinois 61801

217 344 2903

FINAL REPORT NARRATIVE  
FAY|GLASSMAN Performance

Experimental Theatre Performance Laboratory for Young Theatre Practitioners  
by FAY|GLASSMAN Performance, City Sponsorship of \$2,250

As part of the theatrical production of FOLDING TIME: Towards an Origami of the Everyday, we invited area youth to be part of an Experimental Theatre Performance Laboratory and called this the Great Performance Project of 2019. Youth had the opportunity to work with professional performing artists for experiences that encouraged their original ideas and exposed them to diverse performance forms including movement based theatre, improvisational theatre and experimental theatre forms.

The community engagement in our project brought local area youth interested in performance into Krannert rehearsal halls and stages, to perform their own creations. After a week of exercises, instruction and group collaboration, the participants performed for an invited audience of family, friends and supporters in the rehearsal hall at Krannert. The emphasis was on following through from the participants ideas into performable form. Confidence in one's decision making was emphasized, and this connection was primary, as a way to teach that what can be imagined can be manifested in art, as it can be in society.

In addition to the core work we all toured the behind-the-scenes spaces of Krannert's production level and stage halls under the guidance of Sam Smith, learning what it takes to produce major works of theatre and music.

After receiving funding for the project we met regularly with KCPA staff as well as local theatre artist Kevin Tejzea. In this phase of the project we decided to invite Kevin to work with us on the project since he has been working with Urbana Public High School youth in theatre and theatre improvisation. Kevin was a delightful collaborator on the project.

As noted in our proposal, we reached out to area youth in underserved populations by capitalizing on the connections we have nurtured and programming we have supported and developed. These include the theatre program at the Urbana High School, SOL HOT and Dr. Ruth Nichole Brown, INNER VOICES Social Issues Theatre program, the Teen Open Lab at the Urbana Free Library, Open Scene at the Independent Media Center, the Theatre Program at Parkland College, and the Urbana Park District among others. Additionally, through our work with Theatre of the Hummingbird, we have strong connections to more rural communities in Champaign County.

The grant funds allowed us, as artists to work with area youth in relation to our life long artistic work and this is always a gift. The funds also allowed us to be compensated in a small way for the administrative work involved in the project. Finally, it should be stated that this project only worked because of the tremendous in-kind donations of staff time, artist time, space from KCPA, flats from F|G Performance, and refreshments and snacks.

The number of hours to complete the project was very high compared to actual funds received.

- GRANT WRITING, 12 hours x 2people = 24
- PLANNING AND PROJECT ADMIN – KCPA, FAY|GLASSMAN Performance
  - ADMIN 25 hours X 3 artists, 3 admin = 150
  - OTHER tours and prep 20 hours X 2 staff = 40
- PROJECT: 5 days X 6.5 hours per day, prep and contact hours X 3 artists=97.5
- DOCUMENTATION AND FINAL REPORT: F|G admin 2 X 20 hours = 40

Over the course of the weeklong intensive we worked with 19 area youth, had final performance audiences of 45, 3 KCPA staff, 3 artists, 2 admin Fay|Glassman Performance for a total 72.

Working with KCPA staff was an exceptional experience. They were always bright and enthusiastic and pragmatic. This included making sure we had the proper background checks, permission slips etc. For the final performances a wagon of KCPA swag was presented to the participants and audience.

## COVER LETTER WITH CERTIFICATION

**Final Report Certification:** Each Report submitted should be accompanied by a **cover letter** on grantee letterhead, signed by an authorized agent of the grantee, stating one of the following, as appropriate:

(For Tier III GRANTEES)

***“I hereby certify that I am authorized to approve this Report, that I have reviewed the attached invoices in the amount of \$\_\_\_\_.\_\_\_\_; that all costs claimed have been incurred for the Project in accordance with the Agreement between (name of GRANTEE) and the CITY OF URBANA; that all submitted invoices have been paid; and no costs included herein have been previously submitted.”***

(For Tier I, II, and Arts in the Schools GRANTEES):

***“I hereby certify that I am authorized to approve this Report, which serves as a Request for Reimbursement, that I have reviewed the attached invoices in the amount of \$<sup>2,250</sup>.<sub>00</sub>; that all costs claimed have been incurred for the Project in accordance with the Agreement between (name of GRANTEE) and the CITY OF URBANA; that all submitted invoices have been paid; and no costs included herein have been previously submitted.”***

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## THE REPORT

**The Report:** Please use the following instructions to write a Final Report on letter size plain paper, or to be emailed as a PDF. The Final Report must be word processed. Handwritten Final Reports will not be accepted. Please **do not** staple your report. Paperclip all pages together and place the entire Final Report in an envelope. Binders, folders and report covers are unnecessary and will be discarded. The Report must include the following information:

**Post-Project Evaluation:** Write one typed page describing the following information:

1. Accomplishments and how grant funds were utilized during the grant period.
2. The impact that the grant funds had on your artistic or organizational development.
3. The number of hours spent in completing the project: including planning, administration, promotion, production, and the final presentation.
4. The number of participants in events or activities related to your grant project.
5. Description of experience working with collaborating partners.
6. Any additional comments.

**Project Documentation:** Documentation is required showing the progress or completion of your grant project. **Please note that materials will not be returned.**

- Submit no fewer than three **digital** images (.jpg, .gif, or .tif) depicting the performances, workshops, and/or exhibits pertaining to the project. This can include images from the production and the final exhibit or performance of the project.
- Include examples of event announcements or flyers used to promote the event.

**PROJECT EXPENDITURES**

REVISED

Complete the following table to provide a list of costs involved in the project. (Operating costs and the purchase of non-consumable materials, such as computers, software, cameras, power tools, instruments, etc., will not be considered to be eligible City expenses. These costs can, however, be considered as matching funds or in-kind donations.)

A: Personnel (Project Related)	Amount Requested from City	Matching Funds	In-Kind Donations	Total	Expenditure Notes Give details here.
Artistic 1789	3,000.00	3,000.00	3,000.00	9,000.00	4789
Administration 461	500.00	1,000.00	2,000.00	3,500.00	3461
Technical	1,000.00	1,000.00	1,000.00	3,000.	1000
Other	00				
<b>Total Personnel Expenditures</b>	4,500.00	5,000.00	6,000.00	15,500.00	
<b>B: Implementation (Cost of Project)</b>					
Supplies/Materials	0	0	10,000	10,000	Flats funded by NEFA, FaylGlassman
Promotion/Printing	0	0	1,000	1,000	
Postage	0	0	0	0	
Artistic Services	0	0	0	0	
Other Professional Services	0	0	0	0	
Space/Equipment Rental	0	0	10,000	10,000	Lights for IMC. Space rental KCPA and IMC
Travel/Transportation	0	0	100	100	Move equipment to IMC and Market
Other / background check	0	0	0	0	
<b>Total Implementation Expenditures</b>	0	0	21,000	21,000	
<b>Total Expenditures (A+B)</b>	4,500	5,000	21,000	35,600	

Tier III applicants are invited to supply a more detailed budget if desirable.

Expenditures: Urbana Arts Grant funds

Artistic Fees:

Kevin Tajzea: planning, recruiting, contact hours –	\$593.00
Jeff Glassman: planning, recruiting, contact hours –	\$593.00
Lisa Fay: planning, recruiting, contact hours –	\$593.00

Administrative Fees:

Project and Grant implementation -	\$461.00
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Total Urbana Arts Grant	\$2,250.00
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INVOICE

DATE: February 29, 2019

Admin Fees and Services rendered for:

FAY|GLASSMAN Performance / City of Urbana Arts and Culture

NAME: FAY / GLASSMAN PERFORMANCE

ADDRESS: 704 WEST OREGON

PHONE: 217 493 9405

SERVICES:

The Great Performance Project of 2019

Lisa Fay and Jeff Glassman Duo, joined by Kvn Tajzea

Implement project w/ artists

Including program admin, publicity, recruiting, grant admin, planning etc.

Workshops:

Krannert Center for the Performing Arts, Orchestra Rehearsal Room

July 22, Monday: 5:30pm-8:00pm

July 23, Tuesday: 5:30pm-8:00pm

July 24, Wednesday: 5:30pm-8:00pm

July 25, Thursday: 5:30pm-8:00pm

July 26, Friday: 5:30pm-8:00pm

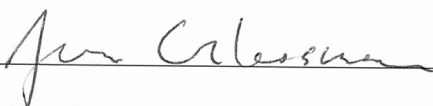
Performances: Friday concludes with a performance.

Total admin fee: \$461.00

Signature:  Date: 2/29/2020

Lisa Fay

Co director FAY/GLASSMAN Performance

Signature:  Date: 2/29/2020

Jeff Glassman

Co director FAY/GLASSMAN Performance

**INVOICE**

**DATE:** July, 15<sup>th</sup>, 2019

**Artists Fees and Services rendered for:**

**FAY|GLASSMAN Performance / City of Urbana Arts and Culture**

**ARTIST NAME:** Jeff Glassman  
**ARTIST ADDRESS:** 115 Franklin, Urbana, Illinois 61801  
**ARTIST PHONE:** 217-493-5666

**ARTIST SERVICES:**

**The Great Performance Project of 2019  
Lisa Fay and Jeff Glassman Duo, joined by Kvn Tajzea**

**Artist services for all workshops conducted and performances,  
plus publicity and administrative services.**

**Workshops:**

**Krannert Center for the Performing Arts, Orchestra Rehearsal Room**

**July 22, Monday: 5:30pm-8:00pm  
July 23, Tuesday: 5:30pm-8:00pm  
July 24, Wednesday: 5:30pm-8:00pm  
July 25, Thursday: 5:30pm-8:00pm  
July 26, Friday: 5:30pm-8:00pm**

**Performances:** Friday concludes with a performance.

Additional performance possibilities:

July 27, Saturday: (TBA) *possible special performances which could include the Urbana Farmer's Market at Lincoln Square, the Urbana-Champaign Independent Media Center (IMC), and/or the Down Town Get Down event in Urbana.*

**Total artist fee: \$593.00**

***Received from FAY|GLASSMAN Performance for  
The Great Performance Project of 2019:***

**This payment: Payment #1: \$532.00**

*to be paid 60*

**Signature:** \_\_\_\_\_

*Jeffrey Glassman*

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

*8/30/2020*



INVOICE

DATE: July, 15th, 2019

Artists Fees and Services rendered for:

FAY|GLASSMAN Performance / City of Urbana Arts and Culture

ARTIST NAME: LISA FAY

ARTIST ADDRESS: 704 WEST OREGON

ARTIST PHONE: 217 493 9405

ARTIST SERVICES:

The Great Performance Project of 2019

Lisa Fay and Jeff Glassman Duo, joined by Kvn Tajzea

Artist services for all workshops conducted and performances,  
plus publicity and other services.

Workshops:

Krannert Center for the Performing Arts, Orchestra Rehearsal Room

July 22, Monday: 5:30pm-8:00pm

July 23, Tuesday: 5:30pm-8:00pm

July 24, Wednesday: 5:30pm-8:00pm

July 25, Thursday: 5:30pm-8:00pm

July 26, Friday: 5:30pm-8:00pm

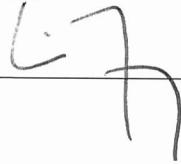
Performances: Friday concludes with a performance.

Additional performance possibilities:

July 27, Saturday: (TBA) possible special performances which could include the  
UrbanaChampaign Independent Media Center  
(IMC), and/or the Down Town Get Down event in Urbana.

Total artist fee: \$593.00

Signature: \_\_\_\_\_



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

Sept 1<sup>st</sup>, 2019

**INVOICE**

**DATE:** July, 15<sup>th</sup>, 2019

**Artists Fees and Services rendered for:**

**FAYIGLASSMAN Performance / City of Urbana Arts and Culture**

**ARTIST NAME:**

**ARTIST ADDRESS:**

**ARTIST PHONE:**

**ARTIST SERVICES:**

**The Great Performance Project of 2019**

**Lisa Fay and Jeff Glassman Duo, joined by Kvn Tajzea**

**Artist services for all workshops conducted and performances,  
plus publicity and administrative services.**

**Workshops:**

**Krannert Center for the Performing Arts, Orchestra Rehearsal Room**

**July 22, Monday: 5:30pm-8:00pm**

**July 23, Tuesday: 5:30pm-8:00pm**

**July 24, Wednesday: 5:30pm-8:00pm**

**July 25, Thursday: 5:30pm-8:00pm**

**July 26, Friday: 5:30pm-8:00pm**

**Performances:** Friday concludes with a performance.

Additional performance possibilities:

July 27, Saturday: (TBA) *possible special performances which could include the Urbana Farmer's Market at Lincoln Square, the Urbana-Champaign Independent Media Center (IMC), and/or the Down Town Get Down event in Urbana.*

**Total artist fee: \$593.00**

**Signature:** 

**Date:** 8/31/2019

# THE GREAT PERFORMANCE PROJECT of 2019

with **Lisa Fay and Jeff Glassman**, joined by **Kvn Tajzea**

at the

**Krannert Center for the Performing Arts**

sponsored in part by an

**URBANA ARTS AND CULTURE GRANT from the City of Urbana**

Join with us in a small group of 15-25 high school aged participants for an excellent week of theatre-making culminating in performances based on your own original and important ideas.

You don't need previous theatre experience.

Just bring your interests, energy and awesomeness.

**THIS WEEK-LONG THEATRE INTENSIVE IS FREE!**

We will meet every day during the week of July 22-July 26:

**Krannert Center for the Performing Arts, Orchestra Rehearsal Room**

**July 22, Monday: 5:30pm-8:00pm**

**July 23, Tuesday: 5:30pm-8:00pm**

**July 24, Wednesday: 5:30pm-8:00pm**

**July 25, Thursday: 5:30pm-8:00pm**

**July 26, Friday: 5:30pm-8:00pm**

Friday concludes with a performance.

Additional performance possibilities to be discussed:

July 27, Saturday: (TBA) *possible special performances which could include the Urbana Farmer's Market at Lincoln Square, the Urbana-Champaign Independent Media Center (IMC), and/or the Down Town Get Down event in Urbana.*

**What's needed:**

Please let us know you are interested,

[jeffglassman0@gmail.com](mailto:jeffglassman0@gmail.com) , [elaugese@illinois.edu](mailto:elaugese@illinois.edu)

send an image or paper copy of the following release and consent form, and/or bring it on the first day.

Emily Laugesen, Krannert Center

500 S. Goodwin Ave. Urbana, IL 61801-3788

217.333.9727 | [elaugese@illinois.edu](mailto:elaugese@illinois.edu)

**Lisa Fay and Jeff Glassman Duo:** *Lisa Fay and Jeff Glassman have been creating original theatre with youth and adults In Champaign-Urbana, Chicago, Seoul, South Korea, New York, NY, and many other places for lots of years! They are currently engaged in a creative residency at KCPA.*

**Kvn Tajzea** (pronounced KE-vin TAH-zhay): *is an actor, musician, playwright and screenwriter hailing from Central Illinois. Kvn has appeared on stages and movie screens across the country, and his musical work has been featured internationally.*



**FAY GLASSMAN Performance**

217.493.5666 | [www.LisaFayandJeffGlassmanDuo.org](http://www.LisaFayandJeffGlassmanDuo.org) [jeffglassman0@gmail.com](mailto:jeffglassman0@gmail.com)