

COLLABORATION INFORMATION

The DAC initiates its programs in response to a community need. Non-profits, community groups and individuals may suggest a program that is relevant to the DAC and PARD's mission, values and audience. Suggested programs are to be offered to the public free of charge and collaborators "volunteer" their services. The City of Austin and the Parks Department facility provides the resources for production and marketing of the program. If the suggested program meets the requirements and can be supported by its budget, the DAC may engage in a collaboration. Collaborations require a customized agreement outlining the terms of participation.

Individuals or organizations may submit the collaboration request along with any supporting materials to the DAC for consideration. Once your request is received DAC staff will review the form and will be in contact as soon as possible.

I. CONTACT INFORMATION**Organizer Name****Title:****Mailing Address****Organization:****City:****State:****Zip Code:****Telephone:****E-mail:****Cellphone:****Website:****Nature of**

Cultural

Community Group

Corporate

Organization:

Non-Profit

Other

II. PROGRAM INFORMATION**Program Title:****Type of**

Classes/Workshop

Speaker Series

Film Series

Program:

Cultural Performance

Exhibition

Other

Brief Description of**Program:****How will the event****benefit the public?****Admission Type:**

Walk-In

Registration

RSVP

III. PARTICIPANT/AUDIENCE PROFILE**Describe your****target audience:****What outreach****methods will be****used to recruit****participants?****Estimated Attendance:****Audience Age:**

Adult

Families (all ages)

Youth

IV. SCHEDULING AND SPACE INFORMATION

Program Start Date: / /	Program End Date: / /	Start Time:	End Time:
		Setup Time:	Clean-up Time:
Is this program recurring?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reoccurrence Pattern:	<input type="checkbox"/> Every Week <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Biweekly <input type="checkbox"/> Other
Days of the Week:	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Preferred space(s):	<input type="checkbox"/> Theatre (max. capacity 150) <input type="checkbox"/> 4W (rehearsal room, max capacity 30) <input type="checkbox"/> Gallery (foyer, max. capacity 150) <input type="checkbox"/> 3W (Artist Resource Center, max capacity 15) <input type="checkbox"/> 2W (rehearsal room, max capacity 30) <input type="checkbox"/> 9E (photography studio, max capacity 15) <input type="checkbox"/> 8E (studio, max. capacity 20) <input type="checkbox"/> 5W (workshop, max. capacity 12)		

IV. GOALS OF COLLABORATION AND DAC MISSION RELEVANCE

8. How does the proposed program support the mission of the DAC?

9. Why do you want to collaborate with the City of Austin (DAC)?

V. ADMINISTRATIVE RESPONSIBILITIES

10. What will your organization provide in order to support the program?

11. What specific resources are necessary from the City of Austin (DAC) in order to support the program?

IV. SUPPLEMENTAL MATERIAL: PROJECT NARRATIVE

The narrative should be sent as a supplemental attachment with this application. It should address short and long term goals and the total scope of activities of the collaboration. The narrative should be written so that it can be easily understood by someone not familiar with the applicant organization.

Submission Date:

Organizer'Signature:

Thank you for your interest in the collaboration program at the DAC. For any additional questions or concerns please contact the center by phone at **(512) 974-4000**.

DOUGHERTY**ARTS**CENTER

