



Six Corners Association

4006 N. Milwaukee Ave Suite 205 • Chicago, IL 60641

Phone: (773) 685-9300 • Fax: (773) 685-8693 • Web: www.sixcornerschicago.com

Portage Theater Grant Program

The Portage Theater Grant Program is available to anyone who rents the Portage Theater, 4050 N. Milwaukee Ave. We invite you to apply for this grant and to bring your event to the Portage. We believe you will find that the theater, as well as the surrounding business district, is an excellent location to hold your event.

Eligibility

All renters of the Portage Theater, 4050 N. Milwaukee Ave.

Deadline

45 days before event date.

Grant amount

\$.76 per audience member, up to \$1,000 per rental or maximum rental costs. Audience total may be calculated over multiple-day rentals.

Applicant obligations

- Allow any flyers or brochures for Six Corners businesses to be displayed in a designated space in the lobby.
- Acknowledge the grant using the Six Corners logo in all visual advertising or as a named sponsor as the “Six Corners Shopping District” in any audio advertising.
- Submit an Attendance Report and allow a Six Corners Association representative to attend the event in order to verify attendance.

Response

You will receive the response to your grant within five business days of submitting your complete materials. The Six Corners Association reserves the right to deny a grant for any reason at its sole discretion.

Grant award

The grant check will be issued to the applicant within 30 days after:

1. The grant recipient provides a copy of the Portage Theater invoice indicating full payment has been made.
2. The grant recipient submits an Attendance Report within one week of the event to the association. Grant may be forfeited if Attendance Report is not submitted on time.
3. The grant award cannot exceed the Portage Theater rental cost.

Submission information

The grant application must be submitted electronically to ed@sixcornerschicago.com. Please cc the Portage Theater at pal2775@msn.com. Accompanying materials may be submitted in hard copy to the Six Corners Association.

Thank you



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Portage Theater Grant Application

Name of organization: _____

Street address: _____

City _____ State _____ ZIP _____

Contact: _____

Phone: (____) ____ - _____ E-mail: _____

Scheduled event date: _____ Schedule event time: _____

What is your event's title? _____

Describe your event: _____

What is your expected attendance: _____

How do you plan to publicize this event? Include numbers of materials being distributed and size of audience this will reach. _____

List of three previous events (if any), including dates and locations

1. _____
2. _____
3. _____

Accompany materials:

- Include three pieces of promotional material from previous events. (Can be photocopies or e-mailed digital copies)

Submission information

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Portage Theater Grant

Attendance Report

Submit this report and a copy of your paid Portage Theater invoice to Six Corners Association within 7 days of event or grant will be forfeit.

Fax to (773) 685-8693

Event title _____

Date of event _____ Start time: _____

Grant total

This is to certify that the audience attendance for this event was _____ X .76 = _____.
I pledge that the stated attendance figure does not include the organizers, producers, performers, paid staff or volunteers who attended the event.

Names of box office staff:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Event representative signature _____	Portage Theater signature _____
Print name _____	Print name _____
Date _____	Date _____

Mailing address for grant check

Make check payable to: _____

Street address: _____

City _____ State _____ ZIP _____

Phone: (____) _____ - _____ E-mail: _____