

THE NATIONAL OPERA CENTER AMERICA

Application Checklist Co-Production Loan Fund

Application Checklist

1. How to access the application

- a.** If you have an account on OPERA America's grant interface, you can access and preview the Co-Production Loan application at:

<https://www.grantinterface.com/Process/Apply?urlkey=opera>

- b.** If you do not have an account, you can create a username and password* at:

<https://www.grantinterface.com/Home/Logon?urlkey=opera>

**Please note that passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%&*()_*

2. Application form requirements

- a.** Information on the loan requested and date of production
- b.** Co-production information, including partners and creators
- c.** Co-production experience, including prior projects and partners
- d.** Budgets*
- i.* Co-production budget and applicant share of the budget
 - ii.* Operating budgets and audited financial statements for current and past three years
 - iii.* Production budgets for current season
 - iv.* Operating and production budgets for future seasons up to and including the presentation of the co-production
- e.** Debt carried and terms of debt*
- f.** Payables older than 90 days*
- g.** Terms of employment agreements for critical artistic and production staff*

** UPLOADS. Please note that a maximum of 2 MB per upload is permitted. File formats that are permitted include: pdf, doc, docx, xls, xlsx, csv, txt, rtf, html, zip, jpg, jpeg, png, gif*

Loan requests are accepted on a year-round basis. Please contact Gina Hays, artistic services manager, at GHays@operaamerica.org if you have any further questions regarding the application process.