

# 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/Home/Logon?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>

2. *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 Prince Nyatanga, artistic services coordinator, at [PNyatanga@operaamerica.org](mailto:PNyatanga@operaamerica.org) if you have any further questions regarding the application process.*