



BALBOA THEATRE GRANT FUND
Application for Grant Funding – FY26
Events Occurring at the Balboa Theatre
July 1, 2026 – June 30, 2027

Key Dates:

Application Period: April 15 – May 15, 2026

Application Deadline: May 15, 2026 (5:00 PM)

Purpose

The Balboa Theatre Grant Fund was established to support local, non-profit organizations in their use of the Balboa Theatre. The intention is to make the production of an event at the Theatre as affordable and accessible as possible to the San Diego community.

Background

The Historic Balboa Theatre was renovated by the City of San Diego's Redevelopment Agency and reopened for use in January 2008. When the funding was provided for the Theatre's \$26.5 million restoration, the original Redevelopment Agency committed that the Balboa Theatre would be retained as a public asset for the benefit of the community. One of the goals of this commitment was to make the Balboa Theatre as affordable and accessible as possible for local non-profit organizations.

Following the renovation, the Balboa Theatre's Opening Gala was held on January 31, 2008, as a fundraising event. Net proceeds from the Gala were used to establish the Balboa Theatre Endowment Fund. The Fund was placed on deposit with the San Diego Foundation and is administered by the Balboa Theatre Endowment Fund Committee in accordance with endowment guidelines.

Distributable portions from this fund are requested annually by San Diego Theatres from the San Diego Foundation and recorded in account 3300 – Balboa Theatre Grant Fund.

Balboa Theatre Grant Fund Committee

The Balboa Theatre Grant Fund Committee is comprised of a member of the San Diego Theatres Board of Directors, the President & CEO, VP of Business Development, Marketing and Communications, and the Director of Finance.

This Committee maintains overall authority and responsibility for oversight, guidelines, application review, evaluation criteria, grant approval, and reporting of the Fund's

administration. Staff support for the Balboa Theatre Grant Fund is provided by San Diego Theatres.

Eligibility

Eligibility for potential grants is limited to specific uses of the Balboa Theatre by non-profit organizations whose headquarters are within San Diego County and have current designation by the IRS as a **501(c)(3)** organization with tax-exempt status.

The applicant's use of the Balboa Theatre may be for educational activities or for public performances, either of which may include an admission fee to help cover the cost of the activity or event.

Events that are religious or political in nature are not eligible for funding.

To eliminate any potential or perceived conflict of interest, events to be presented or produced by the Commission for Arts and Culture, Balboa Theatre Foundation, San Diego Theatres, or any organization with which a committee member may be directly affiliated are not eligible for grant funding.

Use of Grant Funds

Approved grants will be limited to the partial funding of event expenses directly related to the use of the Balboa Theatre, such as:

- Theatre license fees
- Staffing
- Stagehands
- Ticketing
- Fees for in-house equipment use

These funds will be paid directly to the operator of the Balboa Theatre on behalf of the applicant for the specifically approved event activity.

Prior to any disbursement of grant funds, the applicant must have a fully executed License Agreement for the use of the Balboa Theatre and must follow all terms and conditions of that agreement.

Grant funds will **not** be available for:

- Artist fees
- Production expenses
- Marketing or promotional expenses
- Administrative expenses

BALBOA THEATRE GRANT FUND APPLICATION PROCESS

Each year, the Balboa Theatre Grant Fund Committee will consider applications for grant funding support of proposed Balboa Theatre events by local non-profit organizations.

Applications must be submitted in accordance with the requirements specified in this application form. The application form may be reviewed annually by the Committee for potential edits and revisions.

Applications will be accepted from April 15 through May 15, 2026, at 5:00 PM.

Applications must be for events scheduled between:

July 1, 2026 – June 30, 2027

The Committee will review all proposals, consider potential allocations, and notify applicants of funding decisions by **June 29, 2026**.

Qualifying organizations may submit applications for multiple events scheduled within the eligible period. However, the Committee reserves the right to limit grant awards to any individual organization within a fiscal year and within established limits of fund assets.

Approved Grant Funding

Upon notification of approval of grant funding, the applicant must agree to the terms of the grant acceptance as outlined in the award letter and execute a Balboa Theatre License Agreement within sixty (60) days of notification.

Failure to do so will void the grant funding and preclude eligibility for reapplication for one year.

If the event or activity receiving the grant funding is cancelled, postponed, or significantly altered after acceptance, the recipient must promptly notify the Committee and will remain subject to the terms and conditions of the License Agreement.

Post Event Reporting

Within thirty (30) days following the funded event, the grant recipient must submit a post-event report.

The report must include:

- A narrative summary of the event
- Attendance figures
- Income from ticket sales, sponsorships, underwriting, and other revenues
- Ticket distribution information
- A detailed expense report
- Net financial results of the event

**BALBOA THEATRE GRANT FUND
GRANT APPLICATION**

- 1. Organization Name**

- 2. Address**

- 3. Primary Contact Name**

- 4. Phone**

- 5. Email**

- 6. Officer Authorized to Execute Agreements**

- 7. Federal Tax ID (EIN)**

- 8. State the primary purpose and/or mission of your organization**

- 9. For what specific event/activity at the Balboa Theatre are the funds requested?**

- 10. Briefly describe the event/activity**

- 11. Is the event/activity new, or is it a continuation of an existing event?**

- New Event
- Continuation of Existing Event

12. How will the San Diego community benefit from this event/activity?

13. Amount of grant funding requested

\$ _____

14. Provide a detailed event budget

Include all projected income, underwriting, sponsorships, and in-kind donations, as well as all out-of-pocket expenses specifically associated with this event. Attach as **Attachment A**.

15. Provide a copy of your organization's current approved budget and most recent financial statements

Include a balance sheet and income statement. Attach as **Attachment B**.

16. Provide a copy of your current IRS tax-exempt determination letter

Attach as **Attachment C**.