

2015



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CULTURAL RESOURCES

Division of Arts, Division of Historical Resources,
Division of Libraries, Film and Television Office
Office of Curatorial Services

*American Canadian French Cultural Exchange Commission,
Administratively Attached*

Van McLeod, Commissioner



December 26, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

State House
Concord, New Hampshire 03301

REQUESTED ACTION

The Department of Cultural Resources, Division of the Arts, requests permission to award a Public Value Partnership Grant in the amount of \$13,000.00 to Colonial Theatre Group, Keene (vendor code 127457) to strengthen their capacity for affordable diverse arts programs to New Hampshire residents and visitors, effective upon Governor and Council approval through June 30, 2014.
100% Federal Funds.

Funds are available in the account titled Federal Arts Partnership Grant as follows:

01-34-34-341010-1255000-072-500575 Grants Federal **FY14**
\$13,000.00

EXPLANATION

Public Value Partnerships are awarded to nonprofit arts organizations, with a minimum of 5 years of continuous arts programming and professional staffing, to strengthen their capacity for offering affordable, diverse arts program to New Hampshire's residents and visitors. Grant categories and deadlines are advertised through the divisions' website, social media and electronic newsletters.

At a recent meeting, the Arts Council Board unanimously voted to accept the Arts Division's Public Value Partnership Review Panel's recommendations for the partnerships based on its funding priority ranking within a competitive review. The six-member peer panel, facilitated by an Arts Councilor, considered 17 criteria to arrive at a consensus ranking for each application. Each panelist is advised, both individually and collectively, of their obligation to disclose any conflict of interest and themselves from assessment if a conflict is present. The evaluative criteria range from the administrative capacity of the organization, artistic quality, strategic planning, to community impact and accessibility.

Should Federal Funds become no longer available General Funds will not be requested to support this program.

Respectfully submitted,

Van McLeod
Commissioner



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and Colonial Theatre Group, Inc. (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: FY2014/2015

2. OBLIGATIONS OF THE GRANTEE:

- The Grantee agrees to accept \$13,000.00 and apply it to the program(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
- Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



Colonial Theatre Group, Inc. is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.

- The Grantee agrees to provide up to two (2) complimentary tickets/admissions as requested for site visits by appropriate Council staff/evaluators.
- The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.

3. PAYMENT will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council

4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.

5. SOVEREIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Contracting Officer for State Agency

Cassandra Mason 12/23/13
Signature Date

Name, Title: Lynn Martin Gratton, Acting Director

GRANTEE SIGNATURE

Org/ Name: Colonial Theatre Group, Inc.

Address: 95 MAIN STREET, KEENE, NH 03431

ALEC DOYLE
Printed Name of Authorized Official for Grantee

Alec Doyle 11/4/13
Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF Cheshire

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

Rosemary K... 12-31-13
Office of Attorney General Date

On the 4 day of November 2013 before the undersigned officer, personally appeared

Alec Doyle
(Print name of person whose signature is being notarized) or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.

Gail F. Wellington
Notary Public/ Justice of the Peace
Printed Name: Gail F. Wellington
My Commission expires: GAIL F. WELLINGTON, Notary Public
My Commission Expires April 13, 2016

CERTIFICATION OF BOARD RESOLUTION

Authorization to Enter into Contracts with
New Hampshire State Council on the Arts

Important: To expedite your payment these steps must be followed in this order:

* Resolution date must occur on or before the Grant Agreement is signed.

** Certificate on bottom of page must be signed and notarized on the same date or after the grant agreement is signed.

1. *Resolution:

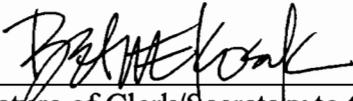
THIS IS TO CERTIFY that the following is a true and correct copy of excerpts from resolutions adopted at a meeting of the Board of Directors

THE COLONIAL THEATRE GROUP, INC. on 11/4/2013
(name of organization) INC.

at which time a quorum was present and voted, and further that said resolution has not been rescinded, altered or amended and is still in full force and effect.

"Be it resolved that ALEC DOYLE is hereby authorized
(Printed name of authorizing official)

on behalf of this Corporation to enter into contracts with the State of New Hampshire and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate."

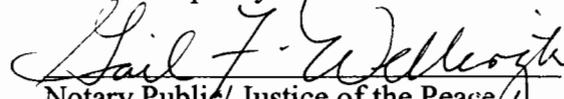
Signed: 
(Signature of Clerk/Secretary to the board)
Printed Name Beth E Kosuk

2. **Certificate

STATE OF NEW HAMPSHIRE
COUNTY OF Cheshire

On the 4th day of November, 2013 before the undersigned officer, personally appeared BETH KOSUK, or satisfactorily proven to be the person whose name appears
(print name of person whose signature is being notarized)

above, and acknowledged s/he executed this document in the capacity indicated.


Notary Public/ Justice of the Peace
Printed Name: Gail Wellington

My Commission Expires GAIL F. WELLINGTON, Notary Public
My Commission Expires April 13, 2016



GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the Governor and Executive Council and the State of New Hampshire's Department of Administrative Services.

DUNS # 843546953

Name of Organization THE COLONIAL THEATRE GROUP, INC.

1. Statement of Purpose:

(Give your organization's mission statement or list your organization's objectives in the space below)

THE COLONIAL THEATRE IS AN HISTORIC PERFORMING ARTS CENTER, WHICH BRINGS THE CULTURAL AND CREATIVE SPIRIT OF OUR COMMUNITY TO LIFE.

2. Salary of Administrator:

(List annual salary of administrator, not artist's fees, who will be involved in this grant.)

Attach the Following:

- Resume of Administrator
- Financial Statement:
A one-page financial statement of your organization's most recently completed fiscal year.
- Board of Directors:
A list of the current directors and officers of your organization.
Please do not include any personal information such as home addresses, phone numbers or emails.
- List Geographic Areas Served by Organization
- Certificate of Liability Insurance
Please include a copy of a current year Certificate of Good Standing.
If you do not have a Certificate of Good Standing with the state of NH please call Secretary of State Corporate Division at 271-3244 and request an application.

Accomplished arts administrator and media producer with more than 17 years of experience in all aspects of theater, film, video and new media production.

- Founded and led an award-winning, financially successful, professional non-profit theater company in Los Angeles.
- Produced, directed, wrote and managed over 150 theater and video/film projects garnering more than one dozen awards.
- Highly regarded professional known for building strong rapport and leading creative teams of actors, writers, designers, production crews, editors and graphic artists.
- Excellent organizational and time management skills; ability to consistently meet aggressive deadlines while staying on budget.
- Demonstrated ability to evaluate production needs and implement quality-enhancing media strategies with diverse clientele.
- Adept at developing and overseeing production schedules, budgets, contracts, marketing and publicity strategies.

EXPERIENCE

11/03 – Present

COLONIAL THEATRE GROUP, INC., Keene, New Hampshire

Executive Director

Responsible for overseeing all aspects of operations, finances and personnel for this 888 seat performing arts center with annual budget of \$1.6 million

- Program, negotiate and present seasonal live events and film series: www.thecolonial.org
- Supervise and lead five functional areas including Business, Development, Marketing, Production and Facility, Audience Services and Education and Outreach, consisting of five full-time and eight part-time employees and 145 volunteers.
- Work in partnership with Board of Directors to strategize, prepare and implement annual budget; board development; identify and cultivate funding opportunities.
- Develop partnerships and negotiate rental of the Theatre and provision of services to regional arts organizations

Professional Memberships: Association of Performing Arts Presenters, New England Presenters, Arts Presenters of Northern New England

10/01 – 9/03

VISUALINER STUDIOS, Los Angeles, CA

Managing Producer

Responsible for launching and managing this production company and facility.

- Oversee all aspects of performance and film/video production and script development.
- Supervise installation and management of 8,000 sq. ft. facility, including two film/video insert stages, 99-seat performance/screening space, editing suite and production offices.
- Manage all elements of operation including production staff, budgeting, billing, scheduling, insurance, equipment inventory and database management.
- Create and implement marketing strategies, business plans and facility contracts.

8/92 – 9/03

DOYLE PRODUCTIONS, Santa Monica, CA

Producer/ Director/Writer

Theater: Produced, wrote and directed more than 20 critically acclaimed shows at venues including LA Theater Center, Odyssey Theater Ensemble, Pacific Resident Theater, LA Theater Works, Hudson Theater, Theater West and Theater/Theatre, among others.

- Hired and managed teams of actors, designers, stage managers and production staff.
- Supervised and collaborated with numerous writers developing new works for the stage from inception to workshop to production.
- Productions garnered numerous awards from LA Drama Critics Circle, LA Weekly and Drama-Logue.

Film & Video: Produced, wrote and directed more than 60 projects including feature films, commercials, marketing and educational videos, magazine-style shows and internet programs.

- Produced numerous award-winning projects for diverse clients including TriStar Pictures, Sony, Hughes/DIRECTV, Sanyo-Fisher, Kaiser Permanente, Southern California Edison, Firestone, WQED Pittsburgh, Maritz and The Vons Companies, among others.
- Hired and supervised production teams of more than 45 including writers, on-camera talent, DPs, art directors, designers, production managers, editors, graphic artists and production crews.
- Created and managed productions budgets of up to \$500,000.

6/88 – 7/92

BEYOND BAROQUE – THEATRE DIVISION, Venice, CA

Artistic Director

Beyond Baroque is the West Coast's premier literary arts/performance center. Co-founded and led the award-winning non-profit theater wing dedicated to developing and producing new works for the stage.

- Produced and directed over a dozen new plays and Los Angeles premieres attracting wide critical attention including several LA Weekly and Drama-Logue awards.
- Hired and supervised all artistic and non-artistic personnel including actors, designers, stage managers and box office personnel.
- Developed and managed fund raising and publicity strategies; oversaw writing of proposals and grants; worked directly with board of directors setting and maintaining fiscal objectives.
- Produced fund-raiser, *A Night at the Movies – Live*, starring Corben Bernsen, Rue McLanahan and Jonathan Silverman, among others.

10/87 – 6/92

SOUTHERN CALIFORNIA GAS CO. – Los Angeles, CA

Writer/Producer

As the nation's largest natural gas utility, The Gas Company maintained one of the biggest corporate video departments in the country.

- Produced *Newsline* (1990 to 1991), an award-winning in-house video newsmagazine.
- Researched, wrote, produced and directed video segments; traveled throughout the U.S. covering stories and conducting interviews; wrote and directed wraparounds and supervised post-production.
- Wrote, produced and directed over thirty-five training and educational videos, PSAs and EPKs, including the award winning *Health Care: A Shared Direction* and *Telephone Technique*.

INSTRUCTION

- LOYOLA MARYMOUNT UNIVERSITY – Westchester, CA
Instructor for *Seminar: Directing* (Film 680), School of Film and TV, 2000
Designed and taught graduate course covering script analysis, character analysis, scene blocking and communicating with actors.
- UNIVERSITY OF CALIFORNIA – Los Angeles, CA
Instructor for *Acting and Directing on a Film Set* (X 478.88) UCLA Extension, 1999
Taught hands-on course covering overview of camera technique, including scene analysis, character interpretation, script breakdown and blocking for the camera.

HONORS

- **National Telly Award**, *The Great Libertarian Offer*, Polaris Productions, **Director**, 2001
- **AdCritic.com's Top Ten Political Commercials (#1)**, *Breakfast*, Polaris Prod., **Director**, 2000
- **Gold Cindy Award**, *He Loves Me, He loves Me Not*, VPC Productions, **Writer/Director**, 1999
- **Drama-Logue Award**, *Ardele*, Pacific Resident Theater, **Director**, 1999
- **ITVA-LA Silver Angel**, *Health Care: A Shared Direction*, So. Cal. Gas Co., **Writer/Prod.**, 1992
- **ITVA-LA Golden Angel**, *Beyond the Yellow Ribbon*, The Vons Companies, **Director**, 1991
- **LA Weekly Theater Award**, *Dark Ride*, Beyond Baroque, **Producer**, 1990
- **ITVA-LA Silver Angel**, *Newsline XXII*, So. Cal. Gas Co., **Writer/Producer**, 1990
- **Drama-Logue Award**, *Bodies Once Young*, Beyond Baroque, **Director**, 1989
- **LA Weekly Theater Award**, *Blood is/Thicker Than/Water*, Beyond Baroque, **Producer**, 1988
- **ITVA-LA Silver Angel**, *Telephone Technique*, So. Cal. Gas Co., **Writer/Prod./Director**, 1987

EDUCATION

Bachelor of Arts in Theater Arts/Cultural Anthropology – University of New Hampshire, 1980

OTHER

- Member, Board of Trustees for Beyond Baroque, 1989-1992
- Have been featured in such publications/programs as LA Times, KCRW, LA Weekly, LA Reader and Santa Monica Outlook, among others.
- Member, Los Angeles Theater Center Director's Lab, 1993-1997

REFERENCES & CREDIT LIST AVAILABLE ON REQUEST

The Colonial Theatre Group, Inc
2013-2014 Board of Directors

Sally Hansel Retired	1 1/3 Term	Bob Oberlander Construction Accountant Bensonwood Homes	1 Term
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Robert Harris, <i>Chair</i> Retired Professor, Case Western Reserve University	1 Term	Joseph Parisi Retired, VP of Research & Engineering Markem-Imaje	2/3 Term
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Karen House, <i>Treasurer</i> Associate Vice President for Finance Keene State College	2/3 Term	Julie Pearson Vice President of Operations Savings Bank of Walpole	1 2/3 Term
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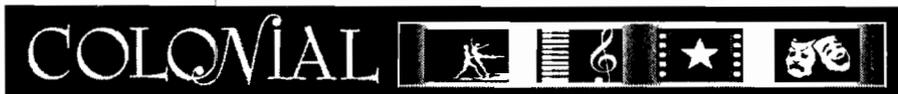
Beth Kosuk, <i>Secretary</i> Marketing Designer Communicator's Group	1/3 Term	Mary Lee Pulvermann Retired	1/3 Term
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Chris Marseilles Real Estate Investment and Development West Park Properties, LLC	1 Term	Judith Putzel, Ed. D. Retired Associate Director of Counseling Center Keene State College	1 1/3 Term
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Frank Mazzola Director, Physical Plant Keene State College	1/3 Term	Peter Schrader Director of Financial Systems and Operations The Main Street America Group	1/3 Term
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Heather Minkler Chief Executive Officer Clark-Mortenson Insurance	1/3 Term	Tad Schrantz, <i>Secretary</i> Senior Vice President MH1889 Construction	1 2/3 Term
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Susan Bloom Newcomer Retired, Workforce Development Coordinator Greater Keene Chamber of Commerce	1/3 Term		
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The Colonial Theatre • *Live Entertainment & Fine Film*

Geographic Service Area

Located in Downtown Keene, NH, The Colonial Theatre specifically serves the Monadnock Region, and regionally serves SW New Hampshire, SE Vermont and NE Massachusetts.

Patrons and Members visit The Colonial from all of Northern New England.

95 Main Street, PO Box 77
Keene, NH 03431
Administrative Offices: 603/357-1233
Fax: 603/357-7817
Box Office: 603/352-2033
TheColonial.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/5/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Masiello Insurance Agency 69-A Island Street, Suite 1 Keene NH 03431	CONTACT NAME: Donna Croteau, VP, AAI PHONE (A/C No, Ext): (603) 283-1834 FAX (A/C, No): (603) 297-6616 E-MAIL ADDRESS:																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Peerless Insurance Company</td> <td>24198</td> </tr> <tr> <td>INSURER B:</td> <td>Mount Vernon Fire Ins Co</td> <td>0033</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Peerless Insurance Company	24198	INSURER B:	Mount Vernon Fire Ins Co	0033	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER E:																					
INSURER F:																					
INSURED Colonial Theatre Group, Inc. 95 Main Street P.O. Box 77 Keene NH 03431																					

COVERAGES **CERTIFICATE NUMBER:** NH State Council of Arts **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CBP9118218	10/1/2013	10/1/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CU9033662	10/1/2013	10/1/2014	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC9035257	10/1/2013	10/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Directors & Officers Lia Liability; \$2,500 Ded			ND02003173J	12/2/2013	12/2/2014	\$1,000,000 Occurrence \$1,000,000 Aggregate

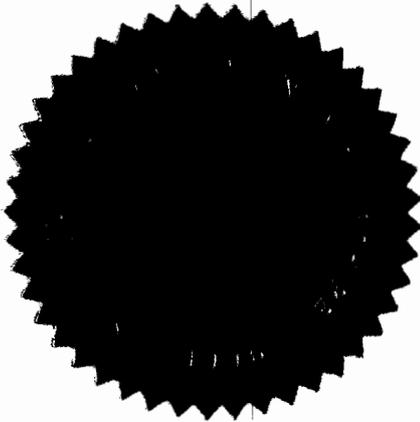
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Scope of Operations: Theater

CERTIFICATE HOLDER NH State Council of the Arts 19 Pillsbury Street, 1st Floor Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE D Croteau, VP, AAI/DO <i>Donna Croteau</i>
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State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COLONIAL THEATRE GROUP, INC. is a New Hampshire nonprofit corporation formed August 25, 1993. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 27th day of February A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner", is written above the printed name.

William M. Gardner
Secretary of State