

# Albany County and City of Laramie Community Partner Organization Funding Request Application FY2027

**ALL APPLICATIONS ARE DUE ON OR BEFORE 5:00 P.M. ON WEDNESDAY, MARCH 11TH 2026 AND WILL ONLY BE CONSIDERED IF ALL PREVIOUS FINAL REPORTS HAVE BEEN COMPLETED.**

The City of Laramie and Albany County provide funding to local community partner organizations through their annual budget making processes. Organizations receiving these funds do not operate within the formal structure of city or county governments but may utilize support from these governments to achieve their missions or fund special projects. Community partner organizations generally have a strong presence within the community and provide vital services, products, or activities that serve to improve the community in a variety of ways. Only non-profit/not-for-profit entities are eligible to apply for funding. For-profit entities are ineligible.

Historically, organizations requesting funding fall within the following three categories:

***Recreational/Arts and Culture:*** These organizations exist to promote, sustain, and develop recreational, cultural, and leisure activities within the community. These organizations may also sponsor educational and community events and celebrations designed to encourage a diverse cultural and active lifestyle while promoting a strong sense of community.

***Social Services:*** The primary objective of these organizations is to support or engage in activities designed to enhance the wellbeing of individuals and families within the community. These organizations provide a variety of services that focus on basic human needs, access to programs and services designed to maintain human dignity and health, and the overall welfare of citizens.

***Civic Organizations/Quasi-Governmental:*** These organizations have been established within our community to A) work for the overall improvement, advancement, and economic health through civic involvement, economic development initiatives, and fostering community spirit; or B) provide services, programs and other opportunities for the betterment of the community through the organization of Joint Powers Boards or other Quasi-Governmental Organizations that work collaboratively with the City of Laramie and/or Albany County on shared goals, concerns, and interests.

This Community Partner Funding is available from funds collected via Albany County's 5th Penny Tax and historically has funded approximately \$250,000 in County requests and \$235,000 in City requests. In their sole discretion, the City and County each reserve the right to waive any informality in any application and/or reject any application.

Organizations can submit a request to both the City and County. If an organization is awarded funding, the organization is solely responsible for its costs including, but not limited to, operations, personnel, taxes,

maintenance, and insurance coverage against public liability and property damage.

**Priority of requests is as follows:**

- Requests that improve the community.
- Requests that are not more than 20% of organization's general operating budget and do not exceed \$20,000 each from City or County.
- Requests to either City or County that are less than 20% of organization's general operating budget but in excess of \$20,000 are considered on a case by case basis and may affect the priority of the organization's request.
- Demonstration of multiple revenue sources for organization.
- The number of people served by organization.
- Clear identification of those who benefit from the organization's work.
- Demonstration of the organization's partnership with other organizations in the community.
- Requests that do not duplicate efforts already existing in the community.

For-profit entities are not eligible to apply. Only non-profit/not-for-profit entities are eligible to apply for funding.

**Presentation dates are as follows:**

***City-Only and Joint City/County Applicants:***

March 24th, 2026 beginning at 5:30pm.

City Hall-Council Chambers, 406 Iverson Ave.

***County-Only Applications:***

April 7th, 2026 beginning at 9:30 am

County Courthouse, County Commissioners Room, Room 105.

***\*\*Send presentation materials to Nancy Oakland-Potter [noaklandpotter@cityoflaramie.org](mailto:noaklandpotter@cityoflaramie.org) by 5:00 p.m. on Friday, March 13th\*\****

**Schedule for Decision Making Process and Availability of Funds:**

**City:** Laramie City Council intends to make its preliminary funding decisions in early to mid-April 2026 and final funding decisions will be announced upon adoption of the City's FY2026/2027 Budget in June 2026. The City's award payments to successful organizations will be made on or around August 1, 2026, pending receipt of the fully executed agreement.

**County:** The Albany County Commissioners make their final funding decisions upon the adoption of the County's FY2026/2027 Budget in June 2026. Agreements will be sent to successful organizations in July 2026. Pending the County's receipt of the fully executed Agreement, the County's award payments to successful organizations will only be made on a reimbursement basis.

All information on this form and all requested documentation must be complete and submitted before the application will be considered. Applications that are incomplete or are missing required materials may be rejected. If there are additional questions from City Council or the Albany County Commissioners after review of the applications Nancy Oakland-Potter or Bailey Quick will reach out to the organization for additional information.

**Contact the following for assistance:**

**City of Laramie:** Nancy Oakland-Potter, [noaklandpotter@cityoflaramie.org](mailto:noaklandpotter@cityoflaramie.org), 307-721-5226

**Albany County:** Bailey Quick, [grants@albanycountywy.gov](mailto:grants@albanycountywy.gov), 307-721-1803

Email \*

executive@relativetheatrics.com

The organization has read, understands, and agrees to the above guidelines? \*

Yes

No

**Applicant Information**

Please provide the following information about your organization:

Organization Name: \*

Relative Theatrics

Contact Name, Title: \*

Sean Coyle, Artistic and Executive Director

Mailing Address: \*

710 E Garfield St #105, Laramie, WY 82070

Contact Phone: \*

3035648046

Contact E-Mail: \*

executive@relativetheatrics.com

Type of Organization: \*

- Recreation/Arts and Culture
- Social Service
- Civic/Quasi-Governmental
- Non-Profit Agency (501(c)(3))
- Not-for-Profit Agency (501(c)(4) or 501(c)(7))
- Other: \_\_\_\_\_

Are you a first time applicant for Community Partner Funding? \*

- Yes
- No

Requested Amount from the City of Laramie: \*

Enter dollar amount only

20000

Requested Amount from Albany County: \*

Enter dollar amount only

20000

Will this amount be used to leverage additional funds through grants or other means? \*

- Yes
- No

If yes, indicate the dollar amount of additional funds that will be leveraged.

25000

Provide examples of grants the organization has received in the past 2 years. \*

(Excluding prior City of Laramie and Albany County Community Partner Funds programs)

Wyoming Arts Council Grant, Wyoming Humanities Crossroads Grant, Wyoming Humanities Culture Grows Grant, Albany County Recreation Board Grant, Hughes Charitable Foundation Grant, Wyoming Community Foundation Grant, Laura Jane Musser Foundation Grant, The Puffin Foundation Grant, Rocky Mountain Power Grant

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List organization board of director(s), indicating officers. \*

Nicole Foss – Chair  
Sharon Jenkins – Treasurer  
Susan Aronstein– Secretary  
Glenda Earl- board member  
Matthew Greenberg – board member  
Connor Southard – board member  
Rachel Ngo - board member

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Description of request:

Provide a detailed explanation of how the requested funds would be utilized by the organization. \*

Include any additional funding sources and amounts received by the organization. Maximum character count is 2,500, including spaces.

Relative Theatrics (RT) is seeking funding to produce our 14th season of high quality theatrical experiences and community events for Albany County residents from July 2026 to June 2027 and to conduct arts education for 5th graders in five Albany County schools.

Our request is consistent with last year's. Our studio rent has stayed consistent at \$884 a month. Theatre rental for our productions are currently a flat rate of \$3000 per production and we are seeking new venue spaces to keep costs down. It has always been important for us to prioritize the people who make our programming successful and as such we plan to increase pay for our Technical Director and Production Manager. We currently employ an Artistic & Executive Director, Technical Director, Production Manager, Education Director and 3 Teaching Artists. Beyond the Artistic & Executive Director, our staff is part-time. These part-time employees take care of education, production, technical needs, communication, and liaisons with community organizations. Our Artistic & Executive Director is a full time position that focuses on the creation and organizing of any given production as well as day to day operations including donor and patron management.

Like most arts agencies, RT obtains its funding from a combination of ticket sales, private donations, and grants. We have recently received \$10,000 from Wyoming Humanities for our general programming. We are applying for funds from the Wyoming Arts Council for fiscal year 27. These grants require matching funds so Community Partner funding will be used toward those matches as well as leveraging other sources. We apply for foundation grants and those funders like to see city and county support for our programming. We have increased our donor base but public funding is still required to help cover the costs of arts programming. Relative Theatrics desires to keep ticket prices at a reasonable and accessible level while finding ways to pay for production costs and to compensate actors and the production team for their valuable work. We have requested Community Partner funding for the past eight years. The amount requested reflects our consistent costs. We plan to make ongoing requests in future years as we look forward to providing continuing cultural and educational opportunities for Laramie and Albany County.

Describe the positive effects and benefits the requested funds would provide to the organization and the community, including goals the organization hopes to accomplish. \*

Maximum character count is 2,500, including spaces.

Relative Theatrics benefits the quality, character, and economic health of Laramie and Albany County. A thriving cultural scene helps to attract and retain new businesses and a young active workforce. RT contributes to the Laramie community by producing plays that can often only be seen in large cities and by providing a community gathering place for discussion about society, culture, and the power of creativity. It helps Laramie by contributing to economic growth and stability and by adding a vital element to a vibrant local arts scene. Relative Theatrics collaborates with local businesses to promote the local economy. Relative Theatrics partners with local organizations to provide free theatrical events in and around Laramie and RT helps with fundraising events for local nonprofit service organizations. RT contributes to the Laramie economy by bringing in audience members from other communities and by producing theatre that allows us to support local artists. A unique aspect of RT is that we ensure each creative position, (designers, directors and performers) with RT is paid. RT also enhances the Albany County education system through its Play/Write program. Community Partner Funds help Relative Theatrics build community through the performing arts in Laramie and around Albany County.

Describe your organization's partnerships with other organizations in the community and how your organization avoids duplication of efforts while carrying out impactful work in your service area. \*

Maximum character count is 2,500, including spaces.

Each Relative Theatrics production and reading partners with community organizations to make deeper connections to our plays with our surrounding communities. The aim is to take themes and issues in each play and connect these organizations in our community with our patrons to exchange information and support. Past Community Partners have included ACLES Community Works, The Laramie Plains Civic Center, The SAFE Men Program, The Violence Prevention Center, The UW Honors College, The Downtown Clinic, CLIMB Wyoming, JUNTOS, and Better Wyoming. We also partner with UW Theatre and Dance to offer opportunities for students to get real experience working with a theatre company. Relative Theatrics offers high quality theatrical productions to the citizens of Laramie similar to what might be seen at theatres in Denver, Boulder and Fort Collins. These are experiences that foster connection and conversation in our community that is not replicated by other groups in town.

Is this a new or existing project, or ongoing operations? \*

- New Project
- Existing Project
- Ongoing Operations

Is this a one-time request or an ongoing expense? \*

- One-time request
- Ongoing expense

Number of individuals your organization serves annually. \*

1500

Populations served: \*

Check all boxes that apply

- Children Ages 0-5
- Children Ages 6-10
- Children Ages 11-18
- Adults Ages 18-25
- Adults Ages 26-40
- Adult Ages 41-64
- Adults Ages 65+
- K-12 School/School District
- Veterans
- Low to Moderate Income
- LGBTQIA+
- Persons with Disabilities
- College/University
- Tribal Organizations
- Other: \_\_\_\_\_

Additional information in support of this application?

Maximum character count is 1,000, including spaces.

\_\_\_\_\_

Provide your organization's financial statements for the most recent fiscal year. \*

File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchen2025FinancialStatment)

RelativeTheatric...

Add file

Provide an itemized budget for this request and include other revenue sources as applicable. \*

Budget Template available in the link below.

File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchenFY27Budget)

RelativeTheatric...

Add file

Provide organization's most recent Form 990, 990-EZ, or 990-N, including all schedules. \*

File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchen2025\_990-N)

RelativeTheatric...

Add file

### FY2025 City Award Information

**Please complete the following additional questions if you are applying for City funds.** If you are only applying for County funds you may skip this section.

Amount of **City** funds awarded in FY2025?

5889

Has your organization spent all awarded FY2025 **City** Funds?

Yes

No

If organization has not spent all awarded FY2025 **City** funds, note the remaining amount and the date by which you intend to expend those funds.

### Assurance and Signature

Please review all previous questions to ensure their completeness and accuracy, and make sure all files have been attached.

We, as the Grantee Organization, understand that we are responsible for signing an Agreement \* with Albany County and/or the City of Laramie if funds are awarded:

Yes

No

We, as the Grantee Organization, understand that a final report **must** be submitted to the awarding agency as part of this funding: \*

- Yes
- No

We, as the Grantee Organization, understand that a representative must present to the City Council and/or County Commission at the appointed date to be eligible for funding: \*

- Yes
- No

We, as a Grantee Organization, have submitted all previous required final reporting to each funding agency. \*

- Yes
- No

We, as the Grantee Organization, understand that all funding awarded through **Albany County** will be on a reimbursement basis: \*

- Yes
- No

We, as the Grantee Organization, understand that submission of this application is not a guarantee of funding: \*

Yes

No

Digital Signature, Title: \*

Sean M. Coyle, Artistic and Executive Director

Date: \*

MM DD YYYY

03 / 09 / 2026

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Google Forms

# RelativeTheatrics2025FinancialStatement

Relative Theatrics  
As of June 30, 2025

Distribution account	Total
<b>Assets</b>	
Current Assets	
Bank Accounts	
1110 UniWyo Checking (x3411)	6,850.92
1140 Uniwyo Savings (x3411)	12,461.55
1190 Cash on Hand	0.00
<b>Total for Bank Accounts</b>	<b>\$19,312.47</b>
Accounts Receivable	
1310 Accounts Receivable (AR)	0.00
<b>Total for Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1220 Charles Schwab (x304)	105,397.36
1410 Prepaid Expenses	1,882.10
<b>Total for Other Current Assets</b>	<b>\$107,279.46</b>
<b>Total for Current Assets</b>	<b>\$126,591.93</b>
<b>Total for Assets</b>	<b>\$126,591.93</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 Accrued Compensation & Related Items	
2205 Accrued & W/H - FICA/FIT (941)	677.39
2215 Accrued - SUTA	39.69
2230 Accrued - Payroll	0.00
2235 Accrued - Worker's Comp	756.94
2236 Equity Dues & Pension	0.00
<b>Total for 2200 Accrued Compensation &amp; Related Items</b>	<b>\$1,474.02</b>
2320 Deferred Revenue	30,458.53

# RelativeTheatrics2025FinancialStatement

Relative Theatrics  
As of June 30, 2025

Distribution account	Total
2410 Sales Taxes Payable	0.00
<b>Total for Other Current Liabilities</b>	<b>\$31,932.55</b>
<b>Total for Current Liabilities</b>	<b>\$31,932.55</b>
<b>Total for Liabilities</b>	<b>\$31,932.55</b>
Equity	
3000 Without Donor Restrictions	135,197.38
3298 Investment Unrealized Gain/Loss	\$2,588.76
3299 Current Year Unrealized Gain/Loss	251.16
<b>Total for 3298 Investment Unrealized Gain/Loss</b>	<b>\$2,839.92</b>

# RelativeTheatrics2025FinancialStatement

Relative Theatrics  
As of June 30, 2025

Distribution account	Total
3200 Retained Earnings	-9,354.04
Net Income	-34,023.88
<b>Total for Equity</b>	<b>\$94,659.38</b>
<b>Total for Liabilities and Equity</b>	<b>\$126,591.93</b>

<b>26-27 Budget Worksheet</b>		<b>26-27 Proposed Budget</b>				
<b>Estimated Revenues</b>						
Ticket Sales/Subscriptions		\$ 26,880.00				
Concessions and Merchandise		\$ 550.00				
Partner Sponsorships, Corporate Sponsorships and Program ads for season		\$ 4,500.00				
Donations including Hughes Incentive match (31,000 donations and 6400 Hughes)		\$ 40,200.00				
Fundraiser Income - tickets and auction items		\$ 3,859.00				
Albany County Rec Board		\$ 28,000.00				
Ellbogen Grant		\$ 70,000.00				
ACSD1 funding		\$ 25,000.00				
Wyoming Humanities		\$ 10,000.00				
City Community Partner grant		\$ 5,666.00			Seeking based on previous amount recieved	
County Community Partner grant		\$ 14,500.00			Seeking based on previous amount recieved	
Wyoming Community Foundation		\$ 10,000.00			Seeking	
Wyoming Arts Council		\$ 25,000.00			Seeking	
Community Gas		\$ 10,000.00			Seeking	
interest		\$ 3,500.00				
<b>Total Estimated Revenues</b>		\$ 277,655.00				
		<b>BUDGETED</b>	<b>In-Kind</b>			
		<b>EXPEND.</b>				
<b>Operating Expenses</b>						
Studio Rent		\$ 10,608.00	\$ 2,652.00	884/mo RT 221/mo in-kind from LPCC		
Insurance		\$ 1,950.00				
Accountant - Highpoint CPA		\$ 9,220.00		\$760/mo. + \$100 Est Fees for W2s and 1099s		
Financial, Grant Management, Grant Writing			\$ 24,000.00	800 hrs@\$30/hr		
Postage		\$ 200.00				
General Supplies including office supplies, some printed materials, cleaning supplies, etc.		\$ 300.00				
Concession and Merch Expenses (expenses for things we sell - Tshirts, cups, tea, etc.)		\$ 400.00				
Credit card/PayPal/other processing fees		\$ 2,320.00				
Memberships		\$ 587.00		LCBA 310, Wyoming Nonprofit Network 150, WyoGives 100, state nonprofit filing fee 27		
Subscriptions, software, platforms		\$ 3,857.00		NFG 3000, QBO 170, Website 262, Google Suite, Weebly, Square 425		
<b>Total Operating Expenses</b>		<b>\$ 29,442.00</b>				
<b>Personnel - Staff and Independent Contractors</b>						
<b>Employees</b>						
Artistic director/Executive Director (50000 per year - full time)		\$ 50,000.00				
Production Manager (1000 per month)		\$ 12,000.00				
Technical Director (1000 per month)		\$ 12,000.00				
Education Director (30000 per year- specific grant funding)		\$ 30,000.00				
Teaching Artists for Play/Write (4@6000 ea)		\$ 24,000.00				
Artist roles for employees		\$ 3,100.00				
Payroll costs for Employees (about 10.5%)		\$ 13,765.50				
<b>Independent Contractors/Artists</b>						
Photographer (100 per production)		\$ 400.00				
Prod Designers 400 ea		\$ 9,600.00				
Director 700; 4 productions		\$ 1,400.00				
Stage Manager 600; 4 productions		\$ 2,400.00				

Crew and asst designers (800 for the season spread among plays if/as needed)	\$ 800.00			
Actors for 4 productions	\$ 7,500.00			
Discussion moderators for 4 plays @\$250 ea	\$ 1,000.00			
Volunteers for Front of House and poster delivery		\$ 1,680.00		
Social Media and Poster Design 250/play	\$ 1,000.00			
Program Formatting/ Dramaturgy- \$400	\$ 2,000.00			
Box Office Manager for 2 productions - 350 each	\$ 700.00			
RRR actors & stage direction readers	\$ 1,200.00			
RRR directors 2@100	\$ 200.00			
RRR scholars for discussions 2@\$100	\$ 200.00			
Play/Write designers, stage managers, photographer, videographer, etc	\$ 3,350.00			
Play/Write artist fees for 5 theatre companies	\$ 7,500.00			
Play/Write sign language interpreters	\$ 900.00			
<b>Total Personnel</b>	<b>\$ 185,015.50</b>			
<b>Other</b>				
Refreshments, celebrations, appreciation	\$ 1,500.00			
Board Retreat	\$ 3,000.00			
Professional Development	\$ 500.00			
<b>Advertising/Marketing Costs</b>				
Facebook ads 4@100 for plays, 2@100 for RRR 1@100 for P/W	\$ 700.00			
Radio ads - season ads for plays on Wyoming Sounds	\$ 1,870.00			
Posters	\$ 448.00			
Marketing Supplies - stickers	\$ 200.00			
<b>Production Costs</b>				
Sound license - ASCAP	\$ 222.00			
Printing of programs runs of 200	\$ 1,700.00			
Costumes, sets, props, music purchases, gaff tape, etc.	\$ 3,400.00			
Equipment and Tools	\$ 1,500.00			
Performance Space Rent	\$ 11,400.00			
Venue rental for RRR		\$ 800.00		
Scripts	\$ 850.00			
Program Supplies e.g. for P/W or RRR (paper, printed items, pens, pencils, clipboards)	\$ 3,000.00			
Play/Write Theatre rental		\$ 3,300.00		
Play/Write Production Costs - costumes, set, props, etc	\$ 2,000.00			
Performance Rights for plays and RRR	\$ 3,100.00			
Travel for P/W in Rock River	\$ 1,397.00			
Travel for P/W theatre companies	\$ 875.00	\$ 5,152.00		
<b>Total Other, Advertising, and Production Costs</b>	<b>\$ 37,662.00</b>			
<b>Total Expenditures</b>	<b>\$ 252,119.50</b>	<b>\$ 37,584.00</b>		