

0-114-26


**NEIGHBORHOOD DEVELOPMENT FUND  
Not-for-Profit Transmittal and Approval Form**

**Applicant/Program:** The Bard's Town Theatre, Inc./New Works and Production Program  
**Applicant Requested Amount:** \$10,000  
**Appropriation Request Amount:** \$5,000

**Executive Summary of Request**  
Funding for program materials for the New Works and Production Program at the Bard's Town Theatre.

Is this program/project a fundraiser?  Yes  No  
Is this applicant a faith based organization?  Yes  No  
Does this application include funding for sub-grantee(s)?  Yes  No

I have reviewed the attached Neighborhood Development Fund Application and have found it complete and within Metro Council guidelines and request approval of funding in the following amount(s). I have read the organization's statement of public purpose to be furthered by the funds requested and I agree that the public purpose is legitimate. I have also completed the disclosure section below, if required.

6 District #       Primary Sponsor Signature      \$5000 Amount      05/05/2026 Date

**Primary Sponsor Disclosure**  
List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

**Approved by:**  
\_\_\_\_\_  
Appropriations Committee Chairman      Date  
Final Appropriations Amount: \_\_\_\_\_



**Applicant/Program:**

The Bard's Town Theatre, Inc.//New Works and Production Program

**Additional Disclosure and Signatures**

**Additional Council Office Disclosure**

List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

**Council Member Signature and Amount**

District 1	_____	\$ _____
District 2	_____	\$ _____
District 3	_____	\$ _____
District 4	_____	\$ _____
District 5	_____	\$ _____
District 6	_____	\$ _____
District 7	_____	\$ _____
District 8	_____	\$ _____
District 9	_____	\$ _____
District 10	_____	\$ _____
District 11	_____	\$ _____
District 12	_____	\$ _____
District 13	_____	\$ _____
District 14	_____	\$ _____
District 15	_____	\$ _____

**Applicant/Program:**

The Bard's Town Theatre, Inc.//New Works and Production Program

**Additional Disclosure and Signatures**

**Additional Council Office Disclosure**

List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

District 16 \_\_\_\_\_ \$ \_\_\_\_\_

District 17 \_\_\_\_\_ \$ \_\_\_\_\_

District 18 \_\_\_\_\_ \$ \_\_\_\_\_

District 19 \_\_\_\_\_ \$ \_\_\_\_\_

District 20 \_\_\_\_\_ \$ \_\_\_\_\_

District 21 \_\_\_\_\_ \$ \_\_\_\_\_

District 22 \_\_\_\_\_ \$ \_\_\_\_\_

District 23 \_\_\_\_\_ \$ \_\_\_\_\_

District 24 \_\_\_\_\_ \$ \_\_\_\_\_

District 25 \_\_\_\_\_ \$ \_\_\_\_\_

District 26 \_\_\_\_\_ \$ \_\_\_\_\_

**LOUISVILLE METRO COUNCIL  
NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

<b>Legal Name of Applicant Organization</b> The Bard's Town Theatre, Inc	
<b>Program Name and Request Amount</b> \$5000 for New Works and Production Program	
	<b>Yes/No/NA</b>
Is the NDF Transmittal Sheet Signed by all Council Member(s) Appropriating Funding?	<input type="checkbox"/> Yes
Is the funding proposed by Council Member(s) less than or equal to the request amount?	<input type="checkbox"/> Yes
Is the proposed public purpose of the program viable and well-documented?	<input type="checkbox"/> Yes
Will all of the funding go to programs specific to Louisville/Jefferson County?	<input type="checkbox"/> Yes
Has Council or Staff relationship to the Agency been adequately disclosed on the cover sheet?	<input type="checkbox"/> Yes
Has prior Metro Funds committed/granted been disclosed?	<input type="checkbox"/> Yes
Is the application properly signed and dated by authorized signatory?	<input type="checkbox"/> Yes
Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?	<input type="checkbox"/> Yes
If Metro funding is for a separate taxing district is the funding appropriated for a program outside the legal responsibility of that taxing district?	<input type="checkbox"/> N/A
Is the entity in good standing with: ▶ Kentucky Secretary of State? ▶ Louisville Metro Revenue Commission? ▶ Louisville Metro Government? ▶ Internal Revenue Service? ▶ Louisville Metro Human Relations Commission?	<input type="checkbox"/> Yes
Is the current Fiscal Year Budget included?	<input type="checkbox"/> Yes
Is the entity's board member list (with term length/term limits) included?	<input type="checkbox"/> Yes
Is recommended funding less than 33% of total agency operating budget?	<input type="checkbox"/> Yes
Does the application budget reflect only the revenue and expenses of the project/program?	<input type="checkbox"/> Yes
Is the cost estimate(s) from proposed vendor (if request is for capital expense) included?	<input type="checkbox"/> N/A
Is the most recent annual audit (if required by organization) included?	<input type="checkbox"/> N/A
Is a copy of Signed Lease (if rent costs are requested) included?	<input type="checkbox"/> Yes
Is the Supplemental Questionnaire for churches/religious organizations (if requesting organization is faith-based) included?	<input type="checkbox"/> N/A
Are the Articles of Incorporation of the Agency included?	<input type="checkbox"/> Yes
Is the IRS Form W-9 included?	<input type="checkbox"/> Yes
Is the IRS Form 990 included?	<input type="checkbox"/> Yes
Are the evaluation forms (if program participants are given evaluation forms) included?	<input type="checkbox"/> N/A
Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required to do so)?	<input type="checkbox"/> N/A
Has the Agency agreed to participate in the BBB Charity review program? If so, has the applicant met the BBB Charity Review Standards?	<input type="checkbox"/> No
<b>Prepared by: Nick Conder</b>	<b>Date: 05/05/2026</b>

**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

SECTION 1 – APPLICANT INFORMATION			
<b>Legal Name of Applicant Organization:</b>			
(as listed on: <a href="http://www.sos.ky.gov/business/records">http://www.sos.ky.gov/business/records</a> ) THE BARD'S TOWN THEATRE, INC.			
<b>Main Office Street &amp; Mailing Address:</b> 511 E BURNETT AVE, LOUISVILLE, KY, 40217			
<b>Website:</b> N/A			
<b>Applicant Contact:</b>	Sabrina Spalding	<b>Title:</b>	President
<b>Phone:</b>	(502) 819-9846	<b>Email:</b>	info@bardtheatre.org
<b>Financial Contact:</b>	Sabrina Spalding	<b>Title:</b>	
<b>Phone:</b>	(502) 819-9846	<b>Email:</b>	info@bardtheatre.org
<b>Organization's Representative who attended NDF Training:</b> Sabrina Spalding			
GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED			
<b>Program Facility Location(s):</b> 511 E BURNETT AVE, LOUISVILLE, KY, 40217			
<b>Council District(s):</b>		All districts, esp 6, 15	<b>Zip Code(s):</b> 40217
SECTION 2 – PROGRAM REQUEST & FINANCIAL INFORMATION			
<b>PROGRAM/PROJECT NAME:</b> New Works and Production Program			
<b>Total Request: (\$)</b>		\$ 10,000.00	<b>Total Metro Award (this program) in previous year: (\$)</b> \$ 0.00
<b>Purpose of Request (check all that apply):</b>			
<input checked="" type="checkbox"/> Operating Funds (generally cannot exceed 33% of agency's total operating budget) <input type="checkbox"/> Programming/services/events for direct benefit to community or qualified individuals <input type="checkbox"/> Capital Project of the organization (equipment, furnishing, building, etc)			
<b>The Following are Required Attachments:</b>			
<input checked="" type="checkbox"/> IRS Exempt Status Determination Letter <input checked="" type="checkbox"/> Current year projected budget <input checked="" type="checkbox"/> Current financial statement <input checked="" type="checkbox"/> Most recent IRS Form 990 or 1120-H <input checked="" type="checkbox"/> Articles of Incorporation (current & signed) <input type="checkbox"/> Cost estimates from proposed vendor if request is for capital expense		<input checked="" type="checkbox"/> Signed lease if rent costs are being requested <input checked="" type="checkbox"/> IRS Form W9 <input type="checkbox"/> Evaluation forms if used in the proposed program <input type="checkbox"/> Annual audit (if required by organization) <input type="checkbox"/> Faith Based Organization Certification Form, if applicable	
<b>For the current fiscal year ending June 30, list all funds appropriated and/or received from Louisville Metro Government for this or any other program or expense, including funds received through Metro Federal Grants, from any department or Metro Council Appropriation (Neighborhood Development Funds). Attach additional sheet if necessary.</b>			
<b>Source:</b>		<b>Amount: (\$)</b>	
<b>Source:</b>		<b>Amount: (\$)</b>	
<b>Source:</b>		<b>Amount: (\$)</b>	
Has the applicant contacted the BBB Charity Review for participation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Has the applicant met the BBB Charity Review Standards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

# LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

## SECTION 3 – AGENCY DETAILS

### Describe Agency's Vision, Mission and Services:

#### Vision:

The Bard Theatre envisions a creative ecosystem where emerging artists are empowered to take artistic risks, develop new work, and share bold, original stories with Louisville audiences—regardless of commercial potential.

#### Mission:

We are The Bard Theatre, a nonprofit performing arts venue dedicated to nurturing, developing, and producing new plays while providing an affordable space for local artists to hone their craft.

#### Services:

We provide access to affordable venue space, artist support, and production resources for under-resourced and emerging artists. Our core activities include:

1. Producing new theatrical works, with an emphasis on Kentucky playwrights.
2. Hosting community events, rehearsals, readings, and performances.
3. Subsidizing rent for shows that are artistically significant but not revenue-generating
4. Supporting a culture of experimentation, collaboration, and creative risk.



**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

**SECTION 5 – PROGRAM/PROJECT NARRATIVE**

**A: Describe the program/project start and end dates, a description of the program/project and applicable data with regards to specific client population the program will address (attach related flyers, planning minutes, designs, event permits, proposals for services/goods, etc.):**

Project Title: New Works and Production Program

Description:

This project supports The Bard Theatre in a newly renovated venue in central Louisville. Programming will center on the development and production of 8–12 new theatrical works annually, with space and resources offered at low or no cost to selected artists. The project prioritizes Kentucky-based playwrights, emerging artists, and underrepresented voices.

Population Served:

Local playwrights, actors, and directors, particularly early-career artists  
Louisville residents from surrounding neighborhoods (Germantown, Paristown, Old Louisville)  
Audiences seeking accessible, original, and locally-rooted performing arts experiences  
Organizations or collectives in need of affordable creative space

**B: Describe specifically how the funding will be spent including identification of funding to sub grantee(s):**

Funding will be used to underwrite the cost of program materials, including props, costumes, consumable materials for sets, printing, and non-capital technical equipment such as cables, lighting instruments, speakers, and curtains.

**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

**C: If this request is a fundraiser, please detail how the proceeds will be spent:**

N/A

**D: For Expenditure Reimbursement Only – The grant award period begins with the Metro Council approval date and ends on June 30 of Metro fiscal year in which the grant is approved. If any part of this funding request is for funds to be spent before the grant award period, identify the applicable circumstances:**

The funding request is a reimbursement of the following expenditures that will probably be incurred after the application date, but prior to the execution of the grant agreement:

- ✓ If selecting this option, the invoice, receipt and payment documentation should not be available as of the date of this application.

The Grantee will be required to submit financial reporting in accordance with the reporting schedule provided in the grant agreement.

Reimbursements should not be made before application date unless an emergency can be demonstrated by the primary council sponsor. The funding request is a reimbursement of the following expenditures (attach invoices or proof of payment):

- ✓ Attach a copy of invoices and/or receipts to provide proof of purchase of activities associated with the work plan identified in this application.
- ✓ Attach a copy of cancelled checks to provide proof of payment of the invoices or receipts associated with the work plan identified in this application.

## LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

**E: Describe the program's benefits to those being served (measurable outcomes). Include the program's process for collecting data and the indicators that will be tracked to measure the benefits to those being served:**

Outcomes for Artists and Community:

- 1.) 8–12 new plays developed and/or staged annually
- 2.) 40–60 artists engaged per year through productions, readings, and collaborations
- 3.) At least 30% of productions will receive subsidized rent or production support
- 4.) Accessible pricing and programming for a minimum audience reach of 2,500 annually

Data Collection & Evaluation:

- 1.) Artist surveys post-production
- 2.) Audience and participant counts
- 3.) Demographic and income tracking for subsidized participants
- 4.) Feedback from community partners and collaborators
- 5.) Internal tracking of rental subsidies provided

**F: Briefly describe any existing collaborative relationships the organization has with other community organizations. Describe what those partners are bringing to the relationship in general and to this program/project specifically.**

The Bard Theatre maintains strong informal networks with Louisville's creative community, including playwrights, actors, and independent production companies. While not all partnerships are formalized, collaborators often contribute talent, content, and production support.

Current or emerging collaborations include:

- 1.) Local theater collectives and artist-run companies seeking affordable performance space.
- 2.) Independent artists who contributed to the original Bard's programming and are returning to help relaunch.
- 3.) Neighborhood organizations and civic groups engaged in place making and cultural revitalization.

These collaborators bring creative labor, shared audiences, and promotional reach to the project, strengthening its community impact.

**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

**SECTION 5 - PROGRAM/PROJECT BUDGET SUMMARY**

THE PROGRAM/PROJECT BUDGET SHOULD REALISTICALLY ESTIMATE WHAT AMOUNT IS NEEDED FROM METRO GOVERNMENT AND WHAT IS EXPECTED FROM OTHER SOURCES.

Program/Project Expenses	Column 1	Column 2	Column (1+2)=3
	Proposed Metro Funds	Non-Metro Funds	Total Funds
A: Personnel Costs Including Benefits		\$ 5,000.00	\$ 5,000.00
B: Rent/Utilities		\$ 28,000.00	\$ 28,000.00
C: Office Supplies	\$ 0.00	\$ 5,000.00	\$ 5,000.00
D: Telephone			\$ 0.00
E: In-town Travel			\$ 0.00
F: Client Assistance (See Detailed List on Page 8)			\$ 0.00
G: Professional Service Contracts		\$ 12,000.00	\$ 12,000.00
H: Program Materials	\$ 10,000.00		\$ 10,000.00
I: Community Events & Festivals (See Detailed List on Page 8)			\$ 0.00
J: Machinery & Equipment			\$ 0.00
K: Capital Project			\$ 0.00
L: Other Expenses (See Detailed List on Page 8)	\$ 0.00	\$ 0.00	\$ 0.00
<b>*TOTAL PROGRAM/PROJECT FUNDS</b>	<b>\$ 10,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 60,000.00</b>
% of Program Budget	16.67%	83.33%	100%

List funding sources for total program/project costs in Column 2, Non-Metro Funds:

Other State, Federal or Local Government	
United Way	
Private Contributions (do not include individual donor names)	\$ 30,000.00
Fees Collected from Program Participants	\$ 30,000.00
Other (please specify)	
Total Revenue for Columns 2 Expenses **	\$ 60,000.00

\*Total of Column 1 MUST match \*Total Request on Page 1, Section 2\*

\*\*Must equal or exceed total in column 2.





# LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

## SECTION 7 – CERTIFICATIONS & ASSURANCES

By signing Section 7 of the Grant Application, the authorized official signing for the applicant organization certifies and assures to the best of his or her knowledge and/or belief the following Assurances and Certifications. If there is any reason why one or more of the assurances or certifications listed cannot be certified or assured, please explain in writing and attach to this application.

### Standard Assurances

1. Applicant understands this application and its attachments as well as any resulting grant agreement, reports and proof of expenditure is subject to Kentucky's open records law.
2. Applicant understands if the grant agreement is not returned to Louisville Metro within 90 days of its mailing to the applicant, the approval is automatically revoked and the funds will not be disbursed to our organization.
3. Applicant and any sub grantee will give Louisville Metro Government access to and the right to examine all paper or electronic records related to the awarded grant for up to five years of the grant agreement date.
4. Applicant assures compliance with the grant requirements and will monitor the performance of any third party (sub-grantee).
5. The Agency is in good standing with the Kentucky Secretary of State, Louisville Metro Government, the Jefferson County Revenue Commission, the Internal Revenue Service, and the Louisville Metro Human Relations Commission.
6. Applicant understands failure to provide the services, programs, or projects included in the agreement will result in funds being withheld or requested to be returned if previously disbursed.
7. Applicant understands they must return to Louisville Metro any unexpended funds by July 31 following the Metro Louisville's fiscal year end.
8. Applicant understands they must provide proof of all expenditures (canceled checks, receipts, paid invoices). The Applicant understands the failure to provide proof of expenditures as required in the grant agreement could result in funding being withheld or request to be returned if previously disbursed.
9. Applicant understands if this application is approved, the grant agreement will identify an award period that begins with the Metro Council approval date, and will end with June 30 of the fiscal year in which the grant is approved. Expenditures associated with this award expected to occur prior to the award period (approval date) must be disclosed in this application in order to be considered compliant with the grant agreement.
10. Applicant understands if we choose to incur expenditures prior to the approval of the application by the Metro Council, there is no guarantee that funding will be reimbursed, as the Council may choose not to award the application.
11. Applicant will establish safeguards to prohibit employees or any person that receives compensation from awarded funds from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.


### Standard Certifications

1. The Agency certifies it will not use Louisville Metro Government funds for any religious, political or fraternal Activities.
2. The Agency has a written Affirmative Action/Equal Opportunity Policy.
3. The Agency does not discriminate in employment or in provision of any service/program/activity/event based on age, color, disabled status, national origin, race, religion, sex, gender identity or sexual orientation, or Vietnam era veteran status.
4. The Agency certifies it will not require clients, recipients, or beneficiaries to participate in religious, political, fraternal or like activities in order to receive services/benefits provided with Louisville Metro Government funds.
5. The Agency understands the Americans with Disabilities Act (ADA) and makes reasonable accommodations.

**Relationship Disclosure:** List below any relationship you or any member of your Board of Directors or employees has with any Councilperson, Councilperson's family, Councilperson's staff or any Louisville Metro Government employee.

## SECTION 8 – CERTIFICATIONS & ASSURANCES

I certify under the penalty of law the information in this application (including, without limitation, "Certifications and Assurances") is accurate to the best of my knowledge. I am aware my organization will not be eligible for funding if investigation at any time shows falsification. If falsification is shown after funding has been approved, any allocations already received and expended are subject to be repaid. I further certify that I am legally authorized to sign this application for the applying organization and have initialed each page of the application.

Signature of Legal Signatory:		Date:	4-8-26
Legal Signatory: (please print):	Sabrina Spalding	Title:	President
Phone: (502) 419-9446	Extension:	Email:	info@birdtheatre.org

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 15 2010**

THE BARDS TOWN THEATRE INC  
C/O DOUG SCHUTTE  
1575 PARSONS PL  
LOUISVILLE, KY 40205

Employer Identification Number:  
27-2213907  
DLN:  
17053154315000  
Contact Person: CARLY D YOUNG ID# 31494  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
March 25, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

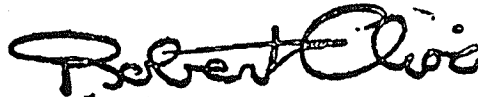
Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

04 9/10/10

THE BARDS TOWN THEATRE INC

Sincerely,

A handwritten signature in black ink that reads "Robert Choi". The signature is written in a cursive style with a large, prominent "R" and "C".

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC

# BARD THEATRE BUDGET

*For the fiscal year ending December 31, 2026*

<b>Category</b>	<b>Projected Amount (\$)</b>
<b>INCOME</b>	
Venue Rental Fees	\$5,000
Ticket Share from Rentals	\$14,000
Ticket Sales - In-House Productions	\$15,000
Merchandise	\$1,000
Individual Donations	\$15,000
Sponsorships/Ad Sales	\$20,000
Grants	\$20,000
Special Events Income	\$10,000
<b>TOTAL INCOME</b>	<b>\$100,000</b>
<b>EXPENSES</b>	
Production Expenses	\$6,000
Event Staffing for Rentals	\$700
Lease expenses	\$24,000
Utilities	\$3,600
Supplies	\$5,000
Equipment	\$10,000
Marketing & Promotion	\$5,000
Administrative Staff (salaries or stipends)	\$5,000
Office & Admin Expenses	\$5,000
Insurance	\$3,500
Consultant	\$12,000
Fundraising Costs	\$2,500
Special Event Expenses	\$2,500
Professional Services	\$2,500
Miscellaneous	\$2,500
Debt service	\$5,000
<b>TOTAL EXPENSES</b>	<b>\$94,800</b>
<b>NET INCOME/(Loss)</b>	<b>\$5,200</b>

# Bards Town Theatre, Inc.

For January 1, 2026 - March 31, 2026

--- Statement of Financial Activity ---

<b>REVENUE</b>	
Donations	\$15,010.68
Ticket Sales	\$0.00
<b>Total Revenue</b>	<b>\$15,010.68</b>
<b>EXPENSES</b>	
Rent and Utilities	\$7,000.00
Production Expenses	\$0.00
Contractor Expenses	\$3,000.00
<b>Total Expenses</b>	<b>\$10,000.00</b>
<b>Net Revenue</b>	<b>\$5,010.68</b>

**From:** ISBc-Slaton  
**To:** Conder, Nicholas  
**Subject:** Bard 990-N 2025  
**Date:** Friday, May 8, 2026, 4:20:04 PM  
**Attachments:** Screenshot 2026-05-08 at 4:09:12 PM.png

CAUTION: This email came from outside of Louisville Metro. Do not click links, open attachments, or give away private information unless you recognize the sender's email address and know the content is safe.

Here is a screenshot of their submission

Form 990-N  
Department of the Treasury  
Internal Revenue Service

**Electronic Notice (e-Postcard)**  
for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

OMB No. 1545-2085  
2025  
[Open to Public Inspection](#)

A For the 2025 Calendar year, or tax year beginning 2025-01-01 and ending 2025-12-31

B Check if available  
 Terminated for Business  
 Gross receipts are normally \$50,000 or less

C Name of Organization: BARDS TOWN THEATRE INC  
611 E Burnett Ave, Louisville,  
KY US 40217

D Employee Identification  
Number 27-2213907

E Website:  
The Bard

F Name of Principal Officer: Sabrina Stein  
611 E Burnett Ave, Louisville,  
KY US 40217

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Sent from my iPhone

# BARDS TOWN THEATRE INC

EIN: 27-2213907 | Louisville, Kentucky, United States

## Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

### ^ Tax Year 2024 Form 990-N (e-Postcard)

**Tax Period:**

2024 (01/01/2024-12/31/2024)

**EIN:**

27-2213907

**Organization Name (Doing Business as):**

BARDS TOWN THEATRE INC

**Mailing Address:**

511 E Burnett Ave  
Louisville, KY 40217  
United States

**Principal Officer's Name and Address:**

Sabrina Spalding  
511 E Burnett Ave  
Louisville, KY 40217  
United States

**Gross receipts not greater than:**

\$50,000

**Organization has terminated:**

No

**Website URL:**

Bard Louisville Entertainment

### ✓ Tax Year 2023 Form 990-N (e-Postcard)

### ✓ Tax Year 2022 Form 990-N (e-Postcard)



**Commonwealth of Kentucky**  
**Office of the Secretary of State**  
Suite 156, State Capitol  
Frankfort, KY 40602

Michael G. Adams  
Secretary of State

(502) 564-3490  
Fax (502) 564-5687

**Records Request Receipt**

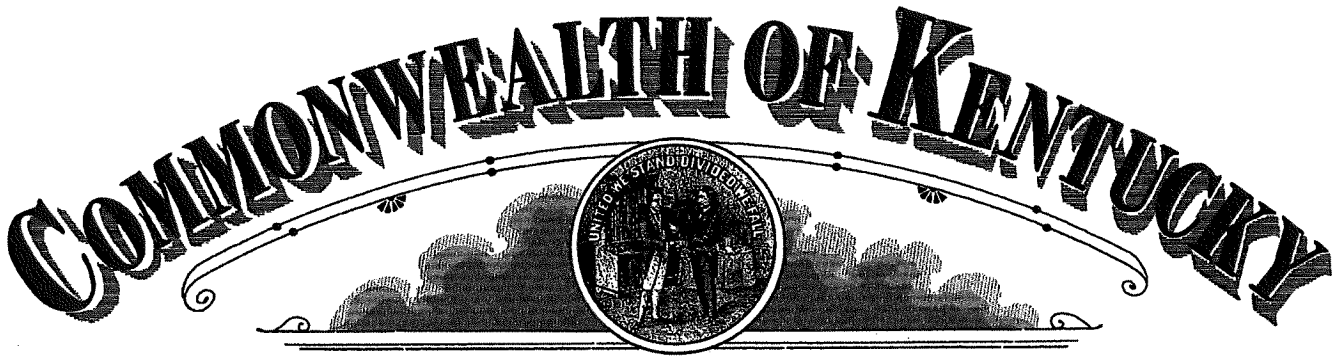
RACHEL ALLEN  
THE BARD'S TOWN THEATRE, INC.  
511 E BURNETT AVE  
LOUISVILLE KY 40217

Records Request ID: 128936  
Customer ID: 65571  
Date: Thursday, June 15, 2023  
Total Amount: \$10.00  
Total Amount Paid (to Records): \$10.00  
Corporate Records Balance: \$0.00

Payments Received:  
Amount: \$10.00, Method: Credit card

All charges have been paid in full. The documents requested are listed below.

THE BARD'S TOWN THEATRE, INC. (0759533.09.99999)		
Document	Pages/Quantity	Cost
Certified Copies (\$10.00 plus \$0.50 per page after 5 pages)	4 pages	\$10.00



**Michael G. Adams**  
**Secretary of State**

**Certificate**

I, Michael G. Adams, Secretary of State for the Commonwealth of Kentucky, do hereby certify that the foregoing writing has been carefully compared by me with the original thereof, now in my official custody as Secretary of State and remaining on file in my office, and found to be a true and correct copy of

ARTICLES OF INCORPORATION OF

THE BARD'S TOWN THEATRE, INC. FILED MARCH 25, 2010.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal at Frankfort, Kentucky, this 15th day of June, 2023.



*Michael G. Adams*

Michael G. Adams  
Secretary of State  
Commonwealth of Kentucky  
kdcoleman/0759533 - Certificate ID: 292712

0759533.09

dcornish  
ADD

Trey Grayson, Secretary of State  
Received and Filed:  
3/25/2010 8:08 AM  
Fee Receipt: \$8.00

## ARTICLES OF INCORPORATION

[Official Copy on File with the Commonwealth of Kentucky]

We hereby associate to form a non-stock, nonprofit corporation. To that end we set forth the following:

### ARTICLE 1. NAME

The name of the corporation is **The Bard's Town Theatre, Inc**, referred to hereafter as the "Corporation."

### ARTICLE 2. PURPOSE

The Corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Service Code, or the corresponding section of any future federal tax code, to which end the Corporation is specifically authorized to conduct, perform, and undertake any of the following activities:

- a. To produce and present, independently or in concert with other institutions or individuals, theatrical productions and other events of a similar nature.
- b. To solicit gifts and donations from private individuals, businesses, foundations, and governmental entities in support of one or more of the purposes or activities of the Corporation.
- c. To collect fees: from admission to performances, from instructional classes, lectures, and workshops; and to do these and all other legal things necessary to carry out and fulfill the stated purposes of the Corporation.
- d. To carry on any other lawful business whatsoever that the Corporation may deem appropriate, and to exercise all powers and authorities conferred upon it by the Kentucky Non-Stock Corporation Act, now in effect or as subsequently amended, provided such activities or exercise of powers is otherwise consistent with the purposes and objectives of the Corporation, as set forth in these Articles of Incorporation.

This foregoing statement of corporate purposes and objectives shall be liberally construed in furtherance of aiding the conduct and operation of the Corporation. No express recital of power or authority shall be construed or interpreted to restrict or limit any general power or authority when such general power or authority is otherwise conferred by these Articles of Incorporation or by applicable corporation law.

### **ARTICLE 3. NONPROFIT ORGANIZATION**

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article 2 hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Corporation.

### **ARTICLE 4. MEMBERS**

Membership shall be voluntary. Active members shall be those who have purchased season tickets for the current season. Members shall be eligible to participate in all activities, to hold office and to receive all other rights and benefits of membership. Each member shall be entitled to one vote per season ticket in any and all matters requiring a vote of the membership.

### **ARTICLE 5. DIRECTORS**

The directors of the corporation shall be elected or appointed as follows:

Initial directors, as indicated herein, are appointed. Additional directors may be elected at any time by a majority vote of the serving directors. All other matters pertaining to Directors, including number, qualifications, terms, groups, eligibility, and elections shall be prescribed by the Bylaws of the Corporation.

The names of the initial Directors are as follows:

Doug Schutte, 1575 Parsons PL #2, Louisville, KY 40205  
Scot Atkinson, 2066 Douglass BLVD #3, Louisville, KY 40205  
Kathleen Conrad, 166 N Bellaire AVE, Louisville, KY 40206

### **ARTICLE 6. REGISTERED AGENT**

The registered agent of the corporation is Chris Gadansky, who is a resident of Kentucky and a Director of the Corporation, and the registered office of the Corporation is located in the county of Jefferson, Kentucky, at Landrum and Shouse Law Offices, 220 West Main Street, Louisville, KY 40202.

#### **ARTICLE 7. PRINCIPLE OFFICE**

The principle office for the corporation is located at 1575 Parsons PL #2, Louisville, KY 40205.

#### **ARTICLE 8. INDEMNIFICATION**

Each person now or hereafter a Director or Officer of the Corporation, and his or her heirs, executors and administrators, shall be indemnified by the Corporation against all claims, liabilities, judgments, settlements, costs and expenses, including all attorneys' fees, imposed upon or reasonably incurred by him or her in connection with, or resulting from any action, suit, proceeding, or claim to which he or she is or may be made a party by reason of his or her being, or having been a Director or Officer of the Corporation, whether or not a Director or Officer at the time such costs or expenses are incurred by or imposed upon him or her, except in relation to matters as to which he or she shall have been finally adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of his or her duties as such Director or Officer.

In the event of any other judgment against such Director or Officer, or in the event of a settlement, such indemnification shall be made only if the Corporation shall be advised either by the Board of Directors, if none of the persons involved shall be, or shall have been, a Director; or if otherwise, then by independent counsel to be appointed by the Board of Directors, that in its opinion such Director or Officer was not guilty of gross negligence or willful misconduct in the performance of his or her duty, and in the event of a settlement, that such settlement is in the best interests of the Corporation. If the Board of Directors makes such determination, it may rely as to all questions of law upon the advice of independent counsel. The right of indemnification conferred by this Article shall not be deemed exclusive of any other right or contract of indemnification to which such Director or Officer may be entitled under any Bylaw, agreement, resolution, or otherwise.

#### **ARTICLE 9. DISSOLUTION**

If the Corporation is dissolved, terminated, or otherwise disbanded, the Directors shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, dispose of its assets in conformity with law to one or more organizations engaged in activities substantially similar to those of the Corporation, provided, however, that any such recipient organization shall be qualified as a tax-exempt organization under the provisions of Section 501(c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

Signed on this 12th day of March, 2010


By:



---

Doug Schutte, Incorporator

1575 Parsons PL #2, Louisville, KY 40205



---

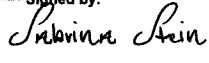
Chris Gadansky, Registered Agent

Landrum and Shouse Law Offices, 220 West Main Street, Louisville, KY 40202.

**Date of Incorporation:** March 20, 2010

### SPACE AND RESPONSIBILITIES SPLIT AGREEMENT

1. **Parties** This Split Agreement ("Agreement") made on 8/20, 2025 is by and between Bard Louisville Entertainment, LLC ("The Business") and The Bard's Town Theatre, INC ("The Non-profit"). The Business and The Non-profit agree to abide by this Agreement
2. **Occupied Space** The non-profit will occupy the green room, costume room, prop room, baptistry, stage area, and loft. Both The Business and The Non-profit will have equal access to the office space. The Business will occupy the entirety of the basement level and the house theatre area. (See Attachment 1: Building Layout)
3. **Rent** The portion of the rent owed by The Non-profit is \$1300. The Business agrees to cover The Non-profit's portion of the rent as a donation to The Non-profit, thus paying the entire amount of rent due to the landlord each month.
4. **Utilities** The Business agrees to pay 100% of the utilities.
5. **Bar Service** The Non-profit is prohibited from any food or beverage sales, including but not limited to the service of alcohol.
6. **Responsibilities** The Non-profit is responsible for all booking for the main stage and lounge stage and provide and maintain contracts for guest companies and performers. The Non-profit will see to the maintenance and general upkeep of the backstage space (excepting the main office) and theatre. Responsibilities include, but are not limited to bussing after shows.

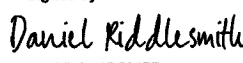
Signed by:  
  
 BD7C09BED606426...

Signature

9/1/2025

Date

Sabrina S. Stein  
 Artistic Director  
 The Bard Theatre

Signed by:  
  
 B37B54D36D5047F...

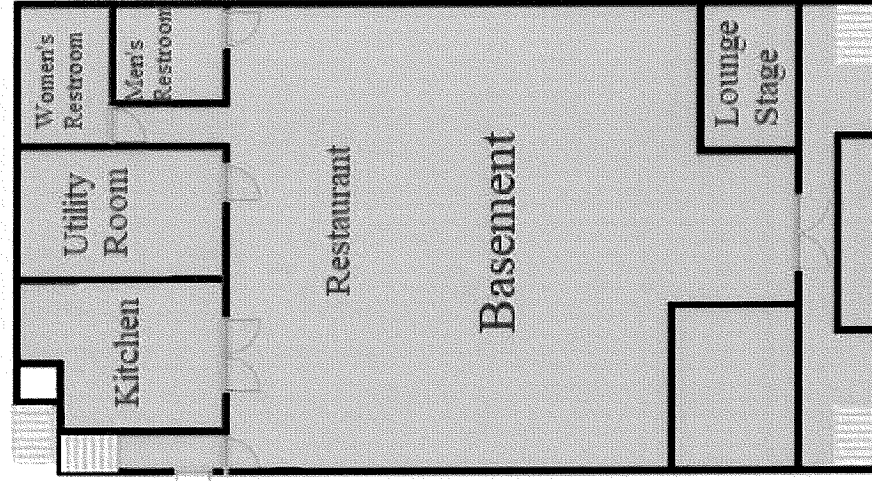
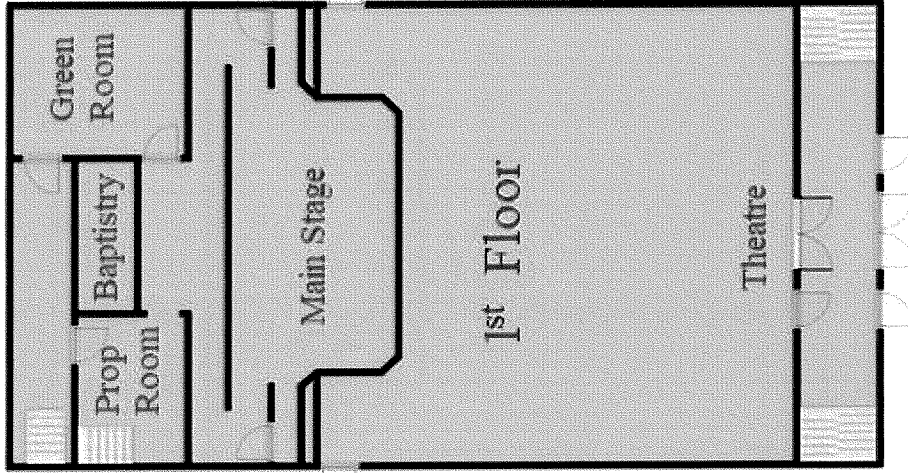
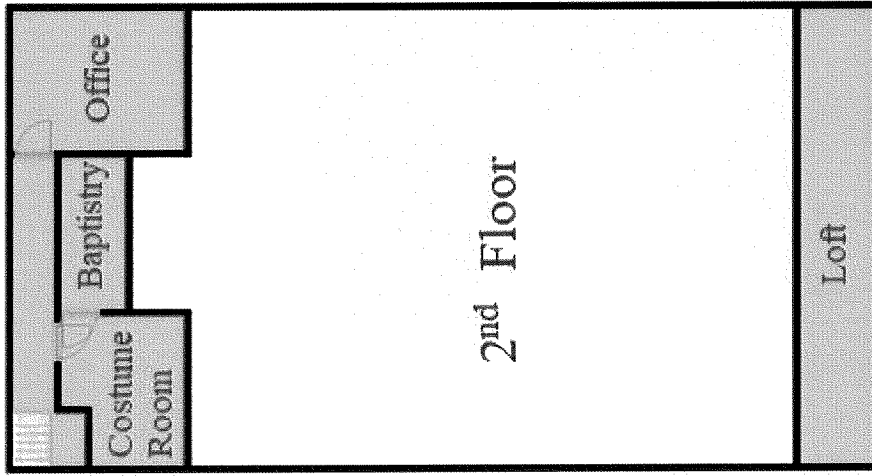
Signature

9/1/2025

Date

Daniel Riddlesmith  
 Venue Manager  
 Bard Louisville Entertainment, LLC

### Attachment 1: Building Layout







Louisville Metro Government  
Office of Management and Budget

Neighborhood Development Fund Training Attestation

Grantee Organization Name: The Bard Theatre

Grantee Representative Name: Sabrina S. Stein

I agree that I am an authorized representative and/or signatory of the organization named above and attest to having viewed the Neighborhood Development Fund training presentation. I understand the reporting requirements of the Neighborhood Development Fund grant. Additionally, after viewing the presentation, I have correctly answered the below questions.

Please check:



I viewed the NDF training material on the website

Answer the following questions before signing (Circle or write in the correct answer).

1. The NDF funding your agency received is a gift from LMG? True or False
2. Name the three budget categories that require a detail list.  
Client Assistance, Community Events and Festivals and Other Expenses
3. If your agency charged gross pay to NDF, you are required to provide additional documentation to satisfy reporting requirements. True or False
4. Which four questions should your financial support documentation answer at all times?  
Who, What, When and Where
5. Your agency is considered noncompliant if you do not account for funds received and/or your financial report is missing support documentation? True or False
6. Canceled check, bank statement, invoice and receipt are considered proof of payment. True or False.

[Signature]  
Grantee Representative Signature

8-20-25  
Date

**NOTE:** Please return to Roxanne Steele

E-mail address: [Roxanne.Steele@louisvilleky.gov](mailto:Roxanne.Steele@louisvilleky.gov)

Fax: 502-574-3219

Mailing Address: Louisville Metro Government  
ATTN: NDF Coordinator  
611 West Jefferson St.  
Louisville, KY 40202



# Kentucky Secretary of State Michael G. Adams



## THE BARD'S TOWN THEATRE, INC.

Business Entity Search

File Annual Report

File LLC

Business Registration  
Portal

Name Availability Search

Business Forms Library

Prepaid Account Status

Current Representative  
Search

Founding Representative  
Search

Registered Agent Search

Validate Certificate of  
Existence/Authorization

**File Amended Annual report**

Change Address or Registered Agent

File Certificate of Assumed Name (DBA)

File Dissolution

Upload a Filing

File Registered Agent Resignation

Manage Assumed Name

Subscribe to changes made to this entity

Print & Mail – Request Certificates

### General Information

<b>Organization Number :</b>	0759533
<b>Name :</b>	THE BARD'S TOWN THEATRE, INC.
<b>Profit or Non-Profit :</b>	N - Non-profit
<b>Company Type :</b>	KCO - Kentucky Corporation
<b>Industry :</b>	Amusement and Recreation Services
<b>Number of Employees :</b>	Small (0-19)
<b>Primary County :</b>	Jefferson
<b>Status :</b>	A - Active
<b>Standing :</b>	G - Good
<b>State :</b>	KY
<b>File Date :</b>	3/25/2010
<b>Organization Date :</b>	3/25/2010
<b>Last Annual Report :</b>	3/12/2026
<b>Principal Office :</b>	511 E BURNETT AVE

**Registered Agent :**

LOUISVILLE, KY, 40217  
SABRINA SPALDING  
511 E BURNETT AVE

LOUISVILLE , KY, 40217

Show Images

Show Activities

Show Assumed Names

Show Current Officers

Show Initial Officers

Kentucky Unbridled Spirit

[Privacy](#) [Security](#) [Disclaimer](#) [Accessibility](#)

[Contact](#) [Site Map](#)

© 2026 Commonwealth of Kentucky. All rights reserved.