

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~~ \$6,500

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

6/3/26
Date

Final Appropriations Amount: \$6,500

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	\$ 500
District 9	\$ 250
District 10	\$
District 11	\$
District 12	\$
District 13	\$
District 14	\$
District 15	\$ 750

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

Legal Name of Applicant Organization The Bard's Town Theatre, Inc

Program Name and Request Amount \$5000 for New Works and Production Program

	Yes/No/NA
Is the NDF Transmittal Sheet Signed by all Council Member(s) Appropriating Funding?	☒ Yes
Is the funding proposed by Council Member(s) less than or equal to the request amount?	☒ Yes
Is the proposed public purpose of the program viable and well-documented?	☒ Yes
Will all of the funding go to programs specific to Louisville/Jefferson County?	☒ Yes
Has Council or Staff relationship to the Agency been adequately disclosed on the cover sheet?	☒ Yes
Has prior Metro Funds committed/granted been disclosed?	☒ Yes
Is the application properly signed and dated by authorized signatory?	☒ Yes
Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?	☒ 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?	☐ 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?	☒ Yes
Is the current Fiscal Year Budget included?	☒ Yes
Is the entity's board member list (with term length/term limits) included?	☒ Yes
Is recommended funding less than 33% of total agency operating budget?	☒ Yes
Does the application budget reflect only the revenue and expenses of the project/program?	☒ Yes
Is the cost estimate(s) from proposed vendor (if request is for capital expense) included?	☐ N/A
Is the most recent annual audit (if required by organization) included?	☐ N/A
Is a copy of Signed Lease (if rent costs are requested) included?	☒ Yes
Is the Supplemental Questionnaire for churches/religious organizations (if requesting organization is faith-based) included?	☐ N/A
Are the Articles of Incorporation of the Agency included?	☒ Yes
Is the IRS Form W-9 included?	☒ Yes
Is the IRS Form 990 included?	☒ Yes
Are the evaluation forms (if program participants are given evaluation forms) included?	☐ N/A
Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required to do so)?	☐ 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?	☐ No

Prepared by: Nick Conder

Date: 05/05/2026

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

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

Consider the impact of your services:

The impact of our services is to provide a safe and affordable space for artists to work and perform, and to provide a platform for emerging artists to showcase their work.

Three Highest Paid Staff Members	Annual Salary
1. Executive Director	\$30,000
2. General Manager	\$25,000
3. Production Manager	\$20,000

SB

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 4 - BOARD OF DIRECTORS AND PAID STAFF

[illegible]

Describe the Board term limit policy:

We have no term limit policy at this time but we are working with our Advisory Committee to review all board policies.

Three Highest Paid Staff Names	Annual Salary
N/A	\$ 0.00

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
*TOTAL PROGRAM/PROJECT FUNDS	\$ 10,000.00	\$ 50,000.00	\$ 60,000.00
% 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 Column 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

Detail for Client Assistance, Community Events & Festivals or Other Expenses shown on Page 7 (circle one and use multiple sheets if necessary)	Column 1	Column 2	Column (1 + 2)=3
	Proposed Metro Funds	Non-Metro Funds	Total Funds
		\$ 0.00	\$ 0.00
	\$ 0.00		\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
To meet Program Budget Life Span	\$ 0.00		\$ 0.00
			\$ 0.00
NETED OFF BUDGET, BUT INCLUDED THEREIN ON ONE	NETED TOTAL IS	TWO MORE METRO	\$ 0.00
Agency Fiscal Year Start Date: 9/1/2018			\$ 0.00
How does your agency anticipate a growth and increase in	and in your budget	with the current	\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
Total	\$ 0.00	\$ 0.00	\$ 0.00

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

Detail of In-Kind Contributions for this PROGRAM only: Includes Volunteers, Space, Utilities, etc. (Include anything not bought with cash revenues of the agency).

Donor*/Type of Contribution	Value of Contribution	Method of Valuation
Total Value of In-Kind (to match Program Budget Line Item. Volunteer Contribution & Other In Kind)	\$ 0.00	

*** DONOR INFORMATION REFERS TO WHO MADE THE IN KIND CONTRIBUTION. VOLUNTEERS NEED NOT BE LISTED INDIVIDUALLY, BUT GROUPED TOGETHER ON ONE LINE AS A TOTAL NOTING HOW MANY HOURS PER PERSON PER WEEK**

Agency Fiscal Year Start Date: 01/01/2026

Does your Agency anticipate a significant increase or decrease in your budget from the current fiscal year to the budget projected for next fiscal year? NO ☒ YES ☐

If YES, please explain:

 Signature of Legal Signatory

 Legal Signatory (Print Name)

 Phone

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:	<i>[Signature]</i>	Date:	4-8-26
Legal Signatory: (please print):	Sabrina Spalding	Title:	President
Phone: (502) 819-9846	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: ID# 31494
CARLY D YOUNG
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.

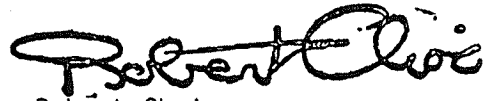
Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

64 9/10/10

THE BARDS TOWN THEATRE INC

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and last name "Choi" clearly distinguishable.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

BARD THEATRE BUDGET

For the fiscal year ending December 31, 2026

Category	Projected Amount (\$)
INCOME	
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
TOTAL INCOME	\$100,000
EXPENSES	
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
TOTAL EXPENSES	\$94,800
NET INCOME/(Loss)	\$5,200

Bards Town Theatre, Inc.

For January 1, 2026 - March 31, 2026

--- Statement of Financial Activity ---

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

From: IRS-Sutton
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

Chrome File Edit View History Bookmarks Profiles Tab Window Help
Passw e-Post e-Post Annu Home Base Goog On Th Search File Y Check Home Passv + Ask Gemini
sa www4.irs.gov/epostcard/secure/990n/forms/print/

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

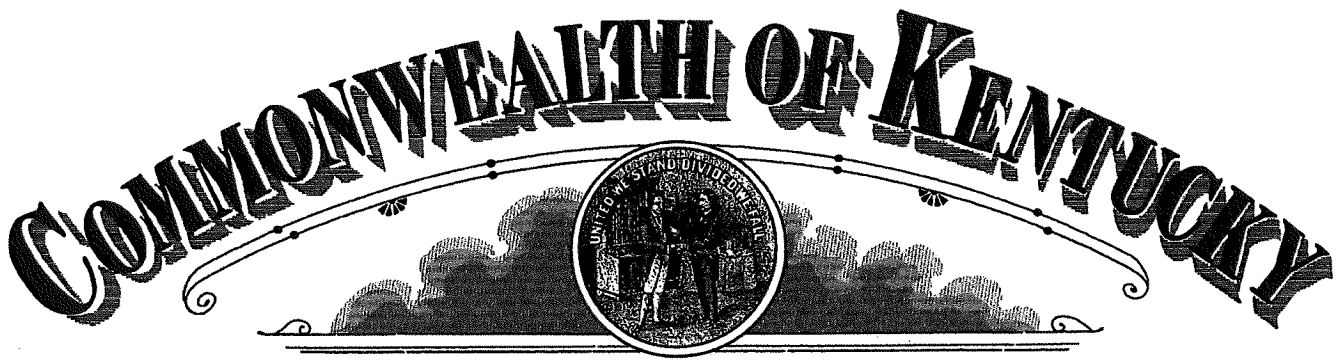
RACHEL ALLEN
THE BARD'S TOWN THEATRE, INC.
511 E BURNETT AVE
LOUISVILLE KY 40217

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:

A handwritten signature in black ink, appearing to be 'DS', is written over a horizontal line.

Doug Schutte, Incorporator

1575 Parsons PL #2, Louisville, KY 40205

A handwritten signature in black ink, appearing to be 'CG', is written over a horizontal line.

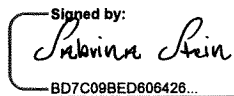
Chris Gadansky, Registered Agent

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.

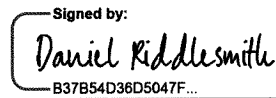
Signed by:

BD7C09BED606426...

Signature

9/1/2025

Date

Sabrina S. Stein
Artistic Director
The Bard Theatre

Signed by:

B37B54D36D5047F...

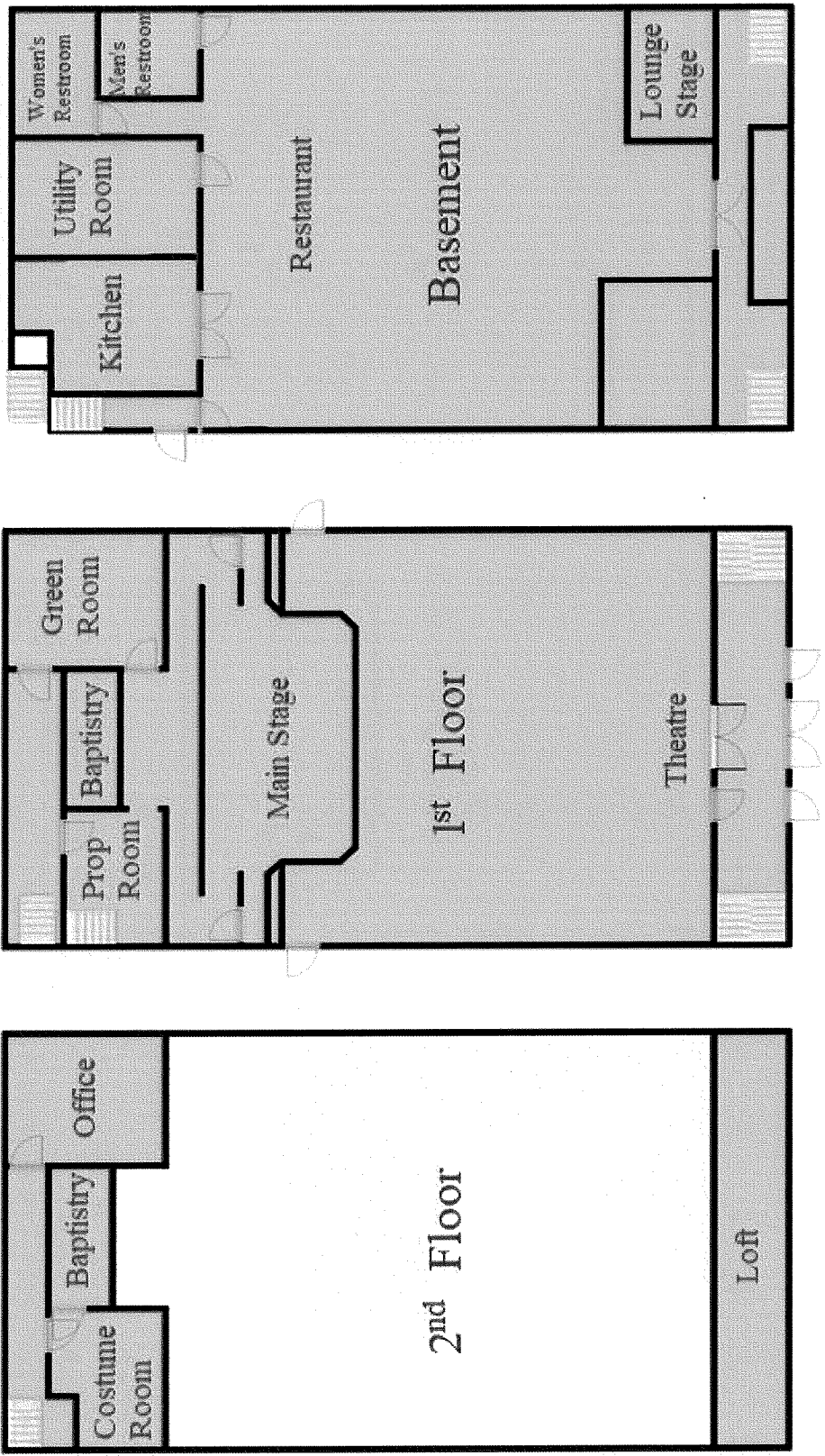
Signature

9/1/2025

Date

Daniel Riddlesmith
Venue Manager
Bard Louisville Entertainment, LLC

Attachment 1: Building Layout



Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) THE BARD'S TOWN THEATRE, INC.	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) 501(c)(3) not-for-profit	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 511 E BURNETT AVE 6 City, state, and ZIP code LOUISVILLE, KY, 40217 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

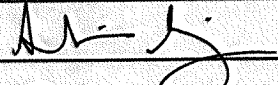
Social security number								
			-					
or								
Employer identification number								
2	7	-	2	2	1	3	9	0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 4/8/26
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



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

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

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

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