CHORAL ARTS FOUNDATION OF THE UPPER VALLEY

Grant Application Guidelines

Purpose of the Grants Program: The grants program of Choral Arts Foundation (CAFUV) supports our mission to enhance choral music in the Upper Valley of New Hampshire and Vermont.

Who is eligible: The Foundation welcomes applications from organizations for funding choral arts-related projects that benefit the Upper Valley.

What we fund: We favor proposals that broaden the choral community in the Upper Valley, improve established choral programs, increase youth participation in choruses, and address underserved communities. Past successful proposals include requests for guest performers' fees, commissions for new music, artists-in-residence, festivals, workshops, vocal coaching, musicianship, and seed money for related travel, among others. See the Foundation's website (www.choralartsuv.org) for a list of projects funded in recent years.

What we do not fund: In general, we do not provide funds for purchase or repair of capital equipment, advertising, promotional costs, and for an organization's normal operating budget.

Range of awards: Grants typically range from $250 to $2,500 and should be used within a year of receipt.

Dates and deadlines: Grant applications for $250-$500 are considered on a rolling basis. Grant applications for $500-$2,500 **must be submitted by January 15 or July 15.**

Requirements: All recipients must acknowledge the Foundation's support in printed programs and all other promotional materials. If funds granted are not used for the purpose specified in the award letter, they must be returned to the Foundation.

Application process: Before submitting a grant proposal, you may want to consult the Foundation's Board of Directors to be sure your ideas are a good match for our funding criteria. The Board is also available to review draft applications. (First-time applicants are encouraged to submit draft copies. Please clearly indicate DRAFT FOR REVIEW in bold letters on your submission.)

Application and Supporting Materials: Please email a digital copy of your completed application form and detailed budget to info@choralartsuv.org.

COVER SHEET

Project Title _____
Please provide a short title.

Summary
In a few sentences, please describe your project.

_____

_____

_____

_____

_____

Date/time of event or activity for which grant is requested: _____

Total amount requested: $ _____

Checklist
Please check off items to be completed and include this cover page in your electronic grant application package.

- ❑ Completed application form
- ❑ Project budget, marking with an asterisk (*) the items for which funding is requested
- ❑ One set of any additional supporting materials you wish to share

Contact Information

Organization Name: _____

Contact Person: _____

Street Address: _____

Town: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Website: _____

Submitted By: _____
Acting Agent *(Print Name)*

Signature: _____ Date: _____

APPLICATION FORM

Information about your organization

Please check the applicable boxes and include any other details that describe your organization.

Applying organization: ❒ School ❒ Community Chorus ❒ Church Choir ❒ Other

If other, please specify: _____

Number of singers: _____ Are your singers auditioned? _____

Please check if you pay your: ❒ Conductor ❒ Accompanist ❒ Other Staff

If other staff, please specify: _____

Do your singers: ❒ Pay dues ❒ Purchase music ❒ Make other financial contributions

If other, please specify: _____

What were your total revenues for the past year? $ _____

What were your total expenditures for the past year? $ _____

Mission

Briefly describe your organization's mission, and add any other information which will help us understand your organization. (100 words or less.)

_____

_____

_____

_____

_____

Project Description

Your description should run about 300 words (approximately one page). Please make sure to address each topic below, although not necessarily as a list or in this order.

- **What is the project?**
- **What are the project goals?**
- **How will you go about achieving those goals? (Be specific; details are important.)**
- **Who is the target audience?**
- **How will your project enhance the choral arts in the Upper Valley?**
- **How will it benefit your organization?**

Project Budget

Please note: This budget should be the proposed project budget, not your general operating budget. Expenses for salaried personnel may be pro-rated for the project, if appropriate. The project budget must balance: i.e., project expenses must be equal to project revenues.

Items for which CAFUV funding may be requested are displayed in ***bold italics***. Please consult the grant guidelines about whether items not listed here are fundable.

Project Expenses

Please mark with an asterisk the items for which CAFUV funding is requested.*

Salaried personnel (please include titles)	
Artistic	$
Administrative	$
Outside personnel	
Artistic (performers, composer)	$
Other (coaching, production, recording, etc.)	$
Commissioning fee	$
Music scores (purchase or rental), licensing fees	$
Marketing, public relations and/or advertising	$
Program book, printing	$
Travel expenses	$
Venue rental	
Other (describe)	$
	$
	$
Total Expenses	**$**

Project Revenues

Ticket sales/donations at concert(s)	$
Performance fees (contracted services)	$
Program book ads	$
Individual contributions for project	$
Corporate contributions and grants	$
Other grants (non-Choral Arts Foundation)	$
In-kind services or materials	$
Other misc. revenues (describe)	$
Amount requested from Choral Arts Foundation	$
Total Revenues	**$**