

**MARTHA LEE CAIN TRANBY MUSIC ENRICHMENT FUND
GRANT APPLICATION**

When completed, please assemble this form and all of your attachments, scan this form and all attachments into a single PDF file, and e-mail the single file to: ddagenais503@gmail.com

PART 1. GENERAL INFORMATION

Name of Organization: _____

Address: _____

Phone: (____)_____ Fax: (____)_____ E-mail: _____@_____

Contact Person and his or her position: _____

Federal Tax I.D. No.: _____-_____

Please attach the following information:

- a) Names of members of the Board of Directors, and list of officers.
- b) A budget for your project, as required in Part 2(d) below.
- c) Annual balance sheets and income statements for the last two years.
- d) A copy of the IRS letter granting your organization Section 501(c)(3) status.
- e) Any other items you wish to supply to provide information about your organization (programs, flyers or brochures, newspaper clippings, reviews, magazine articles, etc. No such items are required).

Please do not send recordings or videos.

PART 2. GRANT REQUEST

a) For what specific purpose or project do you want a grant? _____

b) Month in which the grant money needed: _____ (no earlier than April of the year in which you apply).

c) In what month will project be completed? _____. A final report regarding the project will be sent to the committee within 60 days after project completion, but in no event later than December 31 of the year in which the grant is issued (Note: a final report describing the project and containing appropriate information is required for all grants. There is no prescribed form for this report.)

d) Amount requested: \$_____. Please attach a one-page budget for the organization's project, listing income and expenses by line item. If your organization is

affiliated with a larger group, such as a college or university, please do *not* send a copy of the larger group's budget or financials. We are only interested in the budget for the project for which you are requesting funding.

e) How do you feel that this project will benefit the music environment in the Kansas City metropolitan area?

f) Names of any particular individuals such as soloists, guest conductors, etc. who will be involved in the music production, performance, or project for which you are applying for this grant (attach biographical information, if applicable). No listing needs to be given if the grant is for a performance or project not involving persons beyond your organization's ordinary personnel:

g) Previous projects completed by this organization over the past three years (general description is appropriate, such as "we produce three concerts a year"):

h) Other grants received by this organization in the past three years, including amount received, date, and funding organization (summary listing is appropriate, including major gifts only): _____

PART 3. CONFIRMATION AND SIGNATURE

I hereby confirm that all information provided on this application is correct, and I understand that any false information automatically disqualifies our organization from eligibility. I understand that my name and the grant amount will be public information and may be used by the Martha Lee Cain Tranby Music Enrichment Fund for purposes of grant listings and publicity. I agree that any publicity or printed material, or information posted on any web site or otherwise made available to others, which relates to any production, performance or other appearance that is funded in whole or in part by any grant that this organization may receive will contain the

phrase: “This ----- made possible in part by a grant from the Martha Lee Cain Tranby Music Enrichment Fund.”

Signature

_____, 20____
Date

Printed Name Position with Organization

Please feel free to attach additional sheets, if necessary.