

**SAN FRANCISCO CHAPTER, AMERICAN GUILD OF ORGANISTS
SPECIAL PROJECTS COMMITTEE**

GRANT GUIDELINES

The following information is presented to help prospective grant applicants prepare their applications.

A. General Information

1. Grants are usually one-time for projects lasting one year or less.
2. Support for continuation of a project will not usually be granted. Grants will not be awarded to applicants who have received grants from us previously but who have submitted an unsatisfactory final report or no final report.
3. Grants will be in the range of \$500 to \$3,000 in most cases.
4. Grants for specific projects will be favored over those for general support of an organization.
5. Grants for support of concerts, scholarships, research, and the like will be favored over those for purchase of goods or equipment.
6. Grants for innovative projects will be favored over those for established projects.
7. Grants must be for educational or charitable purposes only. If for an organization, the organization should be tax-exempt under Section 501-C-3 of the IRS Code.
8. Preference will be given to applicants who are making significant efforts to seek other support as well. For public events such as recitals, we generally give no more than half of the total "hard-dollar" cost of the project.
9. Grants usually will not be awarded to the same person or organization until three years have elapsed since the end of the previous grant period.

B. Examples of Projects We Favor

1. Promotion of the organ and its music to the general public
2. Education of organists
3. Composition and publication of organ music
4. Improvement of the status of church music and church musicians
5. Scholarships and study programs
6. Competitions
7. Research and preservation of the history of the organ, organists, organ music and composers
8. Conferences, seminars, and workshops
9. Recitals and concerts
10. Broadcasts and recordings

Mail your application to:

**Douglas Franks
Special Projects Committee Chair
114 Brig Ct.
Half Moon Bay, CA 94019**

Be aware of our timetable. If a grant is needed for a project by a certain date, you must submit the request to fit our schedule. We cannot make exceptions and rush requests through.

Timetable

This timetable applies to any year. There are three periods in each year when grants are awarded: **February 1, June 1, October 1**. This timetable shows the lead time required to request a grant for each period.

	Applications Received	Preliminary Review	Committee Meeting	Award Grant	Grant Period (12 months)	Final Report Date
Period 1	8/16–12/15	12/16–12/31	1/1–1/31	2/1	2/1–1/31	4/30
Period 2	12/16–4/15	4/16–4/30	5/1–5/31	6/1	6/1–5/31	8/31
Period 3	4/16–8/15	8/16–8/31	9/1–9/30	10/1	10/1–9/30	12/31

Specific Format Required for Your Application

Applications will only be considered if they follow this specific format. The application will consist of three items only:

- 1. Information Questionnaire:** Blank questionnaires have been provided to you in this mailing. Select either the organization or individual questionnaire depending upon whether you are applying on behalf of an organization or for yourself. Please fill in the questionnaire completely and accurately. Some of the questions may not apply to you. If this is the case, please write N/A in the blank.
- 2. Project Description:** This description is to be as concise as possible. The absolute limit is one side of one 8.5” x 11” page. Describe how the project meets our goals and why it is worthy of support. Show who and how many will be reached by the project. Describe your expertise in making the project a success. List personnel and their qualifications. Describe your publicity plans, if applicable.
- 3. Attachments:** In some cases you will need to amplify upon points in the information questionnaire or the project description page. If so, include attachments but please keep them to a minimum. Please use cross-references (e.g., “See Attachment A”).

If you wish to make sure we’ve received your proposal, include a self-addressed, stamped envelope. We will not acknowledge receipt of proposals otherwise. Please do not telephone. Materials submitted to us will not be returned.

If you are awarded a grant, you must submit a final report to us within three months of the end of the grant period. Your final report must show actual budget expenses and specific audience figures or other evidence of impact. The report should prove that the project fulfilled the expectations of the grant request.

Please be aware that the Internal Revenue Service and other taxing agencies may consider grants received by individuals as taxable income. The San Francisco American Guild of Organists Special Projects Committee is obligated to report these amounts to the IRS on a Form 1099. The Committee cannot offer any kind of taxation advice and suggests that you consult your tax advisor.

If the committee awards a grant for an amount lower than you have requested and you are therefore unable to carry out the project as described, you should so inform the committee and either return the grant or restructure the project to the committee’s satisfaction.