



Application # _____
Date Received _____
Funds Awarded _____

GRANT APPLICATION

Completed form must include narrative and proof of nonprofit status.

Deadline: Please return nine (9) collated copies of your completed application and all supporting documents **postmarked by February 15, 2017**, to the Music Guild of New Mexico, P.O. Box 3458, Albuquerque, New Mexico 87190

ORGANIZATION INFORMATION:

Name of organization _____

Legal name, if different _____

IRS EIN # _____

Mailing Address _____

City _____, New Mexico Zip _____

Website Address _____

Executive Director of Organization _____

Phone _____ Email _____

Organization's mission statement

Please attach your:

- Proof of current federal 501(c)3 status and a copy of the NM Charitable Organization Registration Statement of your organization via NM-COROS. Your status must be current. Annual registration and reporting requirements may be accessed at <https://secure.nmaq.gov/coros/>.
- Current Financial Statement and Balance Sheet
- Current Operating Budget
- Board member roster & length of terms

Number of paid staff _____

How can your organization promote the Music Guild of New Mexico?

Name of Organization _____

Application # _____

PROJECT INFORMATION:

Project contact _____

Title _____ Phone _____ Email _____

Project description: _____

Amount requested _____ Total project budget _____

PROPOSAL NARRATIVE:

Please number your responses to correspond with the following items:

A. Project summary

1. Describe the overall goal or expected results of this project
2. Need for the project in the community
3. Project's contribution to music
4. Who will benefit from this project – describe the population to be served including the approximate number of people to benefit directly and indirectly
5. Timeline - start and end dates. If it is ongoing, give a brief description of when the project began.
6. Evaluation plan – How will this project be evaluated? If you are chosen as a recipient, we ask that you submit your written evaluation within three (3) months of the timeline end date, but no later than the application date of February 13, 2016. (See info below.)

B. Financial viability

1. Complete Project Budget
2. If this project will not be fully funded by this proposal,
 - a) How will the requested funds be used towards achieving the project's goals?
 - b) How else will this project be funded? Information on recent grants received by the organization, pending proposals for other funds, and plans for additional funding for this project.

If chosen as a recipient, you will be required to submit a detailed evaluation summarizing how the goals of the project were met as outlined in your proposal and a financial accounting of the project. These documents will be due within three (3) months of the timeline end date of the project, but no later than the 2017 application date of February 15, 2017. An interim progress report, followed by a final report, is expected for projects with an end date between February 15 and May 1. Failure to submit these documents will limit future grant opportunities.

Executive Director's Signature

Date