



Vision Statement: To ensure our musical legacy, the Music Guild of New Mexico supports and encourages nonprofit musical organizations and music education for young people in New Mexico.

Mission Statement: For the love of music, the Music Guild of New Mexico supports, promotes, and encourages its educational programs, the Senorita Program, and nonprofit music organizations that will educate, enhance, engage and enrich the quality of our New Mexico community, especially its youth.

GRANT APPLICATION

Completed form must include narrative and proof of nonprofit status.

Deadline Please return ten (10) collated copies of your completed application and all supporting documents **postmarked by February 16, 2018**, 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 10 copies of your organization's Proof of current Federal 501(c)3 status and a copy of the complete 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.nmag.gov/coros/>.
- Current Financial Statement (A Statement of Financial Position, Activities, Functional Expenses and Cash Flows)
- Current Balance Sheet
- Current Operating Budget
- Board member roster & length of terms

Number of paid staff _____

Failure to include any of the above documents will result in disqualification.

Name of Organization _____

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

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. Please note that, per the MGNM's Mission and Vision Statements, special consideration will be given to projects that involve youth and education.
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 16, 2018. (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.

Name of Organization _____

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 2018 application date of February 16, 2018. An interim progress report, followed by a final report, is expected for projects with an end date between February 16 and May 1. Failure to submit these documents will limit future grant opportunities.

Executive Director's Signature

Date