

Association of Anglican Musicians

GRANT APPLICATION 2018 GUIDELINES AND PROCEDURES

I. Purpose

The AAM Endowment has a grant program providing financial assistance for any project or program supporting the mission of AAM.

II. Eligibility

Anyone is eligible to apply for a grant from the AAM Endowment. Grant proposals must support the mission of AAM.

III. Amount of Grant

Monies available for grant requests may vary in amount from year to year. For calendar year 2018, the AAM Endowment Committee has \$15,000 at its disposal for the consideration of grant requests.

IV. Application

To be considered at the quarterly AAM Board meetings, the schedule for applications to be received by the Endowment Committee is as follows:

- by January 1 for the January meeting
- by April 1 for the April meeting
- by June 1 for the June meeting
- by October 1 for the October meeting

APPLICATION MATERIALS

All applications should be completed using the fill and print version posted on the AAM website (<http://anglicanmusicians.org/>). Applications may also be handwritten, using black ink.

All materials for application are to be e-mailed to Clara Godshall, Chair of the AAM Endowment Committee, at grants@anglicanmusicians.org.

Materials may also be mailed to:

Clara Godshall
Chair, AAM Endowment
Committee
130 River Landing Dr Unit 4200
Charleston, SC 29492

Each item must be completed in full. Incomplete applications (which include unanswered questions) will be held for additional information or returned to the requestor, adding to the time required for processing. It is advisable to make copies of all application papers for personal files before mailing.

PROCESSING THE APPLICATION

Each application is reviewed by the Chair of the AAM Endowment Committee. If no additional information is needed for processing, the requestor is sent confirmation of receipt of the application which is then submitted to each of the AAM Endowment Committee members for evaluation. If additional information is required, the requestor will be contacted regarding the specific data necessary to complete the application.

PRESENTATION OF GRANT

When a grant is approved, the check is mailed directly to the requestor.

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GRANT APPLICATION

Name of Person(s) or Organization:

Mailing Address:

Phone:

Fax:

Website:

Email:

Organization Contact & Title

Phone:

Email:

Are you applying as an

Incorporated non-profit organization?

If checked, please provide Federal Tax ID number:

Individual?

If checked, and if the amount requested is over \$600,
please attach a completed W-9 form to this application

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PROJECT DESCRIPTION

Project Title or summary (if summary, 300 character limit)

Project Start Date:

Project End Date:

DETAILED PROJECT DESCRIPTION

Describe how this project will further the goals of the Association of Anglican Musicians. As a minimum, please provide a timeline for the project plus an estimate of how many people will benefit from this project. If applicable, also include project goals, inclusiveness, number of volunteers working on the project, and any other information that you believe will be of assistance to the Endowment Committee in evaluating your request.

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PROJECT BUDGET

Income (if applicable):

Expenses:

Amount requested from AAM:

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

Director, Contact or other person in charge of application

Date

Association of Anglican Musicians Grant Application
Email completed application form (in PDF format) to: Clara Godshall at
grants@anglicanmusicians.org

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CHECKLIST

- Is W-9 attached?
Attach only if this is (1) an individual request *and* (2) the amount requested is over \$600
- Are resumes (or similar information) of all persons undertaking this project attached?
- Is all requested information complete?
- Is Grant Application signed?

SUBMISSION DEADLINES

The Endowment Committee of the Association of Anglican Musicians meets as needed to review grant applications and make recommendations to the AAM Board.

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FINAL REPORT FROM REQUESTOR

A report will be required detailing the outcome of the project. This report will be sent to the Endowment Committee following completion of the project.