



November 11, 2019

The Music Guild of New Mexico invites nonprofit organizations to submit funding requests once each calendar year for programs or projects benefiting music organizations in New Mexico. Per the Mission and Vision statements, special consideration is given to projects and programs focusing on Youth and Education.

Over the past six years of the Grant Program, the Music Guild awarded a total of \$500,000. We appreciate our past recipients as they have provided immeasurable benefits to thousands of New Mexicans through wide-ranging music and performance venues. We look forward to new and repeat applicants.

The application for the 2020 grant year is on the MGNM website and is available for downloading at <http://www.musicguildofnewmexico.org>. The minimum amount for grant awards is \$500 and the maximum is \$6,000. The amount of each award and the number of awards granted is determined by the amount raised by the Music Guild of New Mexico during the year. Awards will be announced in May 2020.

To help us maintain a high level of impartiality in our selection process, we request the applicants follow **all** the guidelines carefully, including submitting a current nonprofit organization registration with the NM Attorney General's Office and a current financial statement.

As in previous years, the grant recipients evaluation, final reports and project finances are due within three (3) months of the project completion, but no later than the 2021 application deadline of February 21, 2021.

Our mission is to promote and encourage nonprofit music organizations that educate, engage and enrich the music community. We look forward to supporting organizations that help provide a healthy music culture for the State of New Mexico, especially its youth.

Sincerely,

Suzanne Jacobi, Chairman  
Grant Selection Committee  
505-259-1013

Mary Bunch and Renee Grout, Co-Presidents  
Music Guild of New Mexico



**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 24, 2020**, 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?

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**PROJECT INFORMATION:**

Project Contact

Title \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Project description \_\_\_\_\_

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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 22, 2021. (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 toward 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 2021 application date of February 22, 2021. 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