



**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 Señorita 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 Friday, June 18, 2021, to the Music Guild of New Mexico, P.O. Box 3458, Albuquerque, NM 87190.

### ORGANIZATION INFORMATION:

Name of organization \_\_\_\_\_

Legal name, if different \_\_\_\_\_

IRS EIN # \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_, New Mexico Zip \_\_\_\_\_

Website address \_\_\_\_\_

Executive Director of Organization \_\_\_\_\_

Organization's Mission Statement \_\_\_\_\_

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1. Please attach 10 copies of your organization's proof of current Federal 501©3 status and ten (10) copies 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/>.

2. Current Financial Statement (A statement of Financial Position, Activities, Functional Expenses and Cash Flows)

3. Current Balance Sheet

4. Current Operating Budget

5. Board member roster and length of terms

6. Number of paid staff

**Failure to include 10 copies of any of the above documents will result in disqualification.**

Name of Organization \_\_\_\_\_

If your organization received a grant in 2019, did you submit an evaluation? \_\_\_\_\_

How will 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 of Friday, February 18, 2022 (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 Friday, February 18, 2022. An interim progress report, followed by a final report, is expected for projects with an end date between Friday, February 18 and Monday, May 2, 2022. Failure to submit these documents will limit future grant opportunities.

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date