



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

Please be aware that incomplete applications will not be considered.

Deadline: Please return one electronic pdf or one paper copy of your completed application and all supporting documents postmarked by **January 31**, to the Music Guild of New Mexico, Grants Committee, P.O. Box 3458, Albuquerque, NM 87190. Incomplete **or late** applications **will not be considered**.

ORGANIZATION INFORMATION:

Name of organization _____

Legal name, if different _____

IRS EIN # _____

Mailing address _____

City _____, New Mexico

Zip _____

Website address

Email address

Executive Director of Organization _____

Organization's Mission Statement _____

If your organization received a grant last year, did you submit an evaluation? _____

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

Is your organization willing to provide a schedule of performances for inclusion in the Music Guild of New Mexico newsletter and eBlasts? _____

PROJECT INFORMATION:

PROJECT CONTACT

Title _____ Phone _____

Project contact e-mail address _____

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. Evaluations are to be submitted by mail to **Music Guild of New Mexico, Grants Committee, P.O. Box 3458, Albuquerque, NM 87190 OR by email to grants@musicguildofnewmexico.org.**

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.

C. Required attachments

1. Proof of current Federal 501(c)3 status
2. Complete NM Charitable Organization Registration Statement of your organization via NMCOROS. Your status must be current. Annual registration and reporting requirements may be accessed at <https://secure.nmag.gov/coros/>.
3. Current Financial Statement (Statement of Financial Position, Activities, Functional Expenses and Cash Flows)
4. Current Balance Sheet
5. Current Operating Budget
6. Board member roster and length of terms
7. Number of paid staff

Notice and Reminders

- 1. Incomplete applications will not be considered.**
- 2. Previous receipt of funding does not ensure an award.**
- 3. 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.**
- 4. Please submit one electronic (pdf) or one paper copy of the complete application, including attachments. Paper copies can be mailed to: Music Guild of New Mexico, Grants Committee, P.O. Box 3458, Albuquerque, NM 87190. Electronic copies can be submitted by email to:
grants@musicguildofnewmexico.org**

Executive Director's Signature

Date