

ChicAGO 2006 FOUNDATION

GRANT GUIDELINES

The following information is presented to help prospective Grant applicants prepare their applications.

A. GENERAL INFORMATION

1. Grants are usually for one-time projects lasting one year or less.
2. Support for continuation of a project will not usually be granted. Grants will not be awarded to applicants who have previously received grants but who have submitted an unsatisfactory final report or no final report.
3. Grants will be in the range of \$500 to \$2,000 in most cases. NOTE: the grant award may be less than the requested amount.
4. Grants for specific projects will be favored.
5. Grants for support of concerts, scholarships, research, and the like will be favored over those for purchase of goods or equipment.
6. Grants for innovative projects will be favored over those for established projects.
7. Grants must be for educational or charitable purposes only. If for an organization, the organization should be tax-exempt under Section 501(c)(3) of the IRS code.
8. Preference will be given to applicants who are making significant efforts to seek other financial support as well.
9. Usually grants usually will not be awarded to the same person or organization until three years have elapsed since the previous grant award.

B. EXAMPLES OF PROJECTS WE FAVOR – *NOT IN ORDER OF PREFERENCE*

1. Promotion of the organ and its music to the general public.
2. Education of organists.
3. Composition and publication of organ music.
4. Improvement of the status of church music and church musicians.
5. Scholarships and study programs.

6. Competitions: for example, for organ playing, for new compositions for the organ, etc.
7. Research and preservation of the historical aspects of the organ.
8. Conferences, seminars, and workshops.
9. Broadcasts and recordings.
10. POE (Pipe Organ Encounters).

C. TIME TABLE

Be aware of the timetable below. If a grant is needed for a project by a certain date, the request must be submitted to fit the schedule. Exceptions and rush through requests cannot be made. The ChicAGO 2006 Foundation reserves the right to award or not award grants in any grant proposal time-period.

Applications Received	September 1, 2010	–	December 31, 2010
Preliminary Review	January 1, 2011	–	January 31, 2011
Final Review of Applications	February 1, 2011	–	February 28, 2011
Announcement of Grant Awards	March 1, 2011		
Grant Period	March 1, 2011	–	February 29, 2012

D. SPECIFIC FORMAT REQUIRED FOR AN APPLICATION

Applications must follow this specific format. The application will consist of three items only:

1. **Grant Application** Select the application pertaining either to an organization or an individual. Please fill it in completely and accurately. If a question is not applicable, please write N/A in the blank. If the application is from an organization, the form must be signed by an officer of said organization.
2. **Project Description** This description is to be as brief as possible and limited to one side of an 8.5” x 11” page. Describe how the project meets the goals of the Foundation including a description of the targeted audience. Describe any special expertise in making the project a success. Describe any publicity plans.

3. **Attachments** In some cases, points in the application form or the project description page will need clarification. If so, include such attachments, but please keep them concise. Please use cross-references (e.g. "See Attachment A").

E. MAIL APPLICATION TO:

**Ronald Vanderwest
917 Royal Saint George Dr.
Naperville, IL 60563-2308**

To be sure the Foundation has received your proposal, include a self-addressed, stamped envelope; otherwise, proposals will not be acknowledged.

Submitted materials will not be returned.

F. FINAL REPORT

1. If the Foundation awards a grant and, for any reason, the project as described cannot be carried out, the Foundation must be informed and the grant returned.
2. All grant recipients must submit a final report to the Foundation within three months of the completion of the project. The final report must show the actual budget expenses and specific audience figures or other evidence of impact. This report should prove that the project fulfilled the expectations of the grant request.

G. TAX CONSIDERATIONS

Please be aware that the Internal Revenue Service and other taxing agencies consider grants received as taxable income. The ChicAGO 2006 Foundation is obligated to report these amounts to the IRS on a Form 1099. The Foundation cannot offer any kind of tax advice.