



2009–10 FUNDING GUIDELINES: MASTERCLASSES AND CONCERTS

In 1994, Brannen Brothers Flutemakers, Inc. established The Brannen-Cooper Fund to honor Albert K. Cooper's lifelong contributions to the art and science of flutemaking. The Fund's ultimate goal is to help make a variety of activities available that will contribute to the skills, education, and enjoyment of flutists of all ages and levels of proficiency. We are pleased to provide the following guidelines to assist organizations in submitting grant requests.

What Type of Activities Will We Help Fund?

Our principal focus is to assist in the funding of masterclasses and/or concerts for flute-related groups and organizations, both within the United States and abroad. We include in this category coaching and conducting flute choirs.

Schools or organizations sometimes wish to offer more extensive programs, for example, multi-day residency programs or weeklong seminars. While we contribute to such programs, we rarely fund more than we would to a single masterclass and/or concert.

We do not provide general funds for flute festivals or flute fairs. However, if within the context of a flute fair, a specific artist is providing a masterclass and/or concert, an application may be made for those specific activities (i.e., for the masterclass and/or concert). In the event this situation applies to you, please refer to the section entitled "Completing the Application & Budget" on page 3 of these guidelines.

The Fund will sometimes entertain requests for other types of events or activities if they achieve the principal goals of The Fund. Please note, however, that it is not The Fund's purpose to contribute either to an organization's general operating expenses or to competitions or individual scholarships of any kind. We do not make awards to summer music camps, and we do not provide funds for the purchase of music, instruments, or equipment. We rarely contribute to events in which the flute is not the highlighted instrument in the musical program. The Fund never contributes to ventures designed to be profit making (e.g., producing or distributing CDs or tapes, publishing music).

Who May Apply For Funds?

The school or organization sponsoring an event must submit the application. Individuals alone may not apply for funds. Priority for funding will be given to "flute-related" organizations (i.e., groups whose principal or only focus is the flute and/or flutists).

Any person signing an application must be a member of the applicant organization. Requests for funding from music schools or departments must come from the principal faculty member providing flute instruction, and that person must also be the contact person listed on the application. Any faculty member not teaching flute may not submit an application and may not be the contact person for an application for any reason.

The Brannen-Cooper Fund does not accept applications submitted by teaching or performing artists, and no guest artist may be affiliated, in any way, with the applicant organization. It is our general policy to provide only one award to a single organization within approximately a one-year period, exclusive of applications for commissioning new music. Groups in close geographic proximity wishing to have the same guest artist are encouraged to coordinate their applications and budgets.

An organization does not need to be incorporated to submit an application; however, *if* the organization is incorporated, it *must be* incorporated as a not-for-profit corporation. In the United States, only incorporated, not-for-profit organizations can be exempt from federal taxes under 501(c)(3).

Guest Artists

The actual granting of an award, and the size of the award, does not depend on the specific flute played by the guest artist. The Brannen-Cooper Fund would like each group to feel free to seek the services of whatever teacher or performer that group would most like to have. However, The Fund will not contribute to an event in which the guest artist is affiliated with a competitive flute company ***in an endorsement capacity*** (as opposed to simply playing that company's flute).

Other Funding Sources

The Brannen-Cooper Fund should never be the sole source of funds for an event or project, but we have no set requirement as to how much money must come from other sources.

Any school applying for a grant is expected to provide, at a minimum, an in-kind donation of the facilities necessary to hold the event, *plus* a cash contribution toward the total event expenses.

If an artist is scheduled to perform in your area as part of a guest artist series, please let us know in the application.

Award Size

Award size will depend, to some extent, on the number of applications received. The more requests The Fund has, the smaller individual grants are likely to be.

While The Fund has not actually set a firm limit on the size of the awards, most awards fall in the \$500–\$1,000 range. **If more than \$1,000 is being requested, please be certain to explain the unusual nature of the event or the request in a separate attachment to the application.** Applications requesting more than \$1,000 that do not address this issue either will be reduced to \$1,000 or less by The Fund Directors or will be eliminated from consideration.

Judging Applications

Criteria for judging applications will include clarity, completeness, need, fiscal and program planning, how well the request fits into The Fund's stated goals, and the history of previous Fund awards including *the quality of follow-up information received after prior Fund awards*.

If your organization has received grant(s) in the past, especially in two or more consecutive years, repeat funding is never automatic, despite the merits of your application. The Fund's resources are limited and must be shared among an ever-increasing number of deserving organizations.

The Fund Directors may not consider any application that is incomplete, especially with regard to the budget.

Making Awards and Receiving Follow-Up

If you receive an award from The Brannen-Cooper Fund, our check will accompany the award letter. In the unlikely event that unforeseen circumstances force the cancellation of the planned event, The Fund will expect your organization to return the award to us.

The award check will always be issued to the organization submitting the funding request unless, ***in the application***, we are specifically asked to make the check payable to a different group, and the need for this "diversion" is explained. (For example, a music professor might request the check be payable to a local flute club because all grants made directly to the school must go into a general fund and cannot be earmarked for a specific event.) Please note that due to the requirements and regulations of the US tax code, it is The Fund's policy not to make direct payments to the performing artist or a particular individual affiliated with the applicant organization.

The Brannen-Cooper Fund award will be accompanied by a one-page follow-up questionnaire, which we ask you to complete and return to us within a month after the event. Failure to provide follow-up information will influence The Fund's decisions on future applications.

Completing the Application & Budget

Before completing an application, please read these guidelines carefully and completely; they provide essential information to guide you in making your request. If you have any questions or would like to discuss any aspect of your application, please feel free to contact The Fund Coordinator.

The budget is a particularly important part of your application; it must be complete and balanced. The total income must equal the total expenses, plus the projected profit, if any. Any expense covered by an in-kind contribution must be listed with an estimated dollar figure both in the "Projected Expenses" column and in the "Anticipated Income" column. Calculations supporting estimates of cash receipts must also be noted at the bottom of the budget page.

If the activity for which you are requesting funding (e.g., a masterclass, is part of a larger event such as a flute festival), **this budget should be for the smaller event itself, not for the larger function.**

The "Matching Funds" category of the budget refers **only** to a grant received from an outside organization that *requires* you to come up with additional funds to "match" the grant in order to receive the money. Such grants are generally given by a governmental group or agency. If your organization receives such a grant, you may apply to The Brannen-Cooper Fund for "the match." In the budget, please list the organization providing the grant and the amount of money to be matched. We are particularly interested in "matching" such grants because the net effect is to increase the total resources available for flute-related activities. (Funds from your own organization are never matching funds.)

Please use the application form provided by The Fund. For readability purposes, please do not re-create the application form and/or budget on your computer. Feel free to handwrite or type on our form. You are also free to include additional pages of supporting information, if you feel that such material is essential to the Directors' understanding of your application, but such supplements are not required.

Failure to follow these guidelines and the application instructions may result in your application's disqualification.

Timetable for Submission of Applications

Date of Event	Application Due	Award Decision By
February 1, 2010–May 31, 2010	October 15, 2009	December 1, 2009
June 1, 2010–September 30, 2010	February 1, 2010	April 1, 2010
October 1, 2010–January 31, 2010	June 1, 2010	August 1, 2010

IMPORTANT: The Fund must **receive** the application by the due date listed, on forms dated September 2009 in the lower left corner of each page.

Instructions for Submitting an Application

The Fund acknowledges receipt of all applications by email within two weeks of the submission date. If you do not receive such an acknowledgment, please contact The Fund office.

When an application is faxed directly to Brannen Brothers, please do not send a hard copy in addition to the fax. We will request a hard copy, if necessary. On the cover page of the fax, please be certain to provide us with a telephone number where you, personally, may be contacted in case of transmission problems.

As noted above, The Fund must receive your application by the due date listed. Late applications will not be considered.

Brannen Brothers is not open Saturdays, Sundays, or holidays. If an application is sent to us via an express mail service and is scheduled to arrive on a weekend or a holiday, it cannot be delivered to us until the next business day. ***We will consider the application received on the day it is actually delivered to us.***

Applications from Outside the United States

Applications from flute organizations outside the United States are welcome. However, please be aware that The Fund does not have personnel capable of language translation. Therefore, the application must be submitted in English. If you would like to apply and have only a limited understanding of English, it would be best for you to work with someone who can help you complete the application and provide English translations when necessary. Please list your English translator as the "Contact Person" on the application for any questions The Fund may have. If the budget is not presented in US dollars, please tell us what currency is being used.

Exhibition of Brannen-Cooper Flutes

We do not require that Brannen Brothers Flutemakers, Inc. be allowed to exhibit instruments at an event we help fund; in fact, most times, we do *not* exhibit. We do, however, appreciate the *option* to exhibit whenever it is available. Should you have a *particular* interest in having a Brannen Brothers exhibit, please state that clearly in your application. Your application is not disadvantaged if you indicate that exhibition of our flutes would not be appropriate. This may be especially true at events such as concerts.

General Terms and Conditions of Awards

Each award is made for a specific event as described in an application. If, for any reason, your organization must significantly alter its plans after an application has been submitted or after an award has been made, The Brannen-Cooper Fund must be notified as soon as possible. An award made for one event is not transferable to a changed or different event without the prior permission of The Fund. Please know, however, that The Fund Directors readily approve alternative arrangements necessitated by unforeseen difficulties or "last minute" crises.

If you receive an award, an automatic requirement is that The Brannen-Cooper Fund must be clearly listed as one of the sponsors of the event both in the program and, when appropriate, in advertising material. If we provide the ***majority*** of the funding for an event, we also ask that no other company's instruments be exhibited at that event. This latter condition ***may*** be waived by The Fund Directors, ***but only at your specific request.***

Questions?

Please feel free to contact:

Sarah Graumann, Fund Coordinator
The Brannen-Cooper Fund
At Brannen Brothers Flutemakers, Inc.
58 Dragon Court, Woburn, MA 01801 USA

Telephone: (781) 935-9522 x205
Fax: (781) 287-1070
Email: thefund@brannenflutes.com



CLUBS/ORGANIZATIONS APPLICATION

ABOUT YOUR CLUB/ORGANIZATION

ORGANIZATION NAME _____

MAILING ADDRESS _____

IS YOUR ORGANIZATION INCORPORATED? **YES** **NO** IS YOUR ORGANIZATION IRS TAX EXEMPT? **YES** **NO**

PLEASE TELL US APPROXIMATELY HOW MANY OF YOUR MEMBERS FALL INTO EACH OF THE FOLLOWING GROUPS AND THE MEMBERSHIP DUES ASSOCIATED WITH EACH GROUP. THEN, MULTIPLY EACH GROUP'S TOTAL MEMBERS BY DUES FOR TOTAL GROUP DUES.

_____ Elementary or junior high school students	X	\$ _____	=	\$ _____
_____ High school students	X	\$ _____	=	\$ _____
_____ College/graduate school students	X	\$ _____	=	\$ _____
_____ Amateur adults	X	\$ _____	=	\$ _____
_____ Flute teachers/professional flutists	X	\$ _____	=	\$ _____
_____ Corporate/commercial/business	X	\$ _____	=	\$ _____
APPROX. TOTAL DUES				\$ _____

AWARD PUBLICITY

IF YOU RECEIVE AN AWARD, MAY WE PUBLICLY LIST YOUR ORGANIZATION AS HAVING RECEIVED A GRANT FROM THE FUND?

(NO PERSON'S NAME, NOR THE ACTUAL GRANT AMOUNT WILL BE DISCLOSED.)

YES **NO**

YOUR CLUB/ORGANIZATION'S CONTACT PERSON

NAME _____ TITLE IN CLUB _____

DAY PHONE _____ EVENING PHONE _____ BEST TIME TO CONTACT _____

EMAIL ADDRESS _____ ORGANIZATION'S WEBSITE _____

ABOUT THE EVENT TO BE FUNDED

SPECIFIC EVENT FOR WHICH YOU ARE REQUESTING FUNDING (e.g. masterclass, concert, guest conducting) _____

DATE OF EVENT _____ ALTERNATE DATE? _____ TOTAL EVENT BUDGET *(From Budget Page)* _____

ON AN ANNUAL BASIS, HOW OFTEN DO YOU HOLD EVENTS SUCH AS THIS ONE?

AMOUNT REQUESTED FROM THE BRANNEN-COOPER FUND _____

If you are requesting more than \$1,000, be sure to explain the reason for the additional funds requested in a separate attachment.

IF THIS APPLICATION IS PARTIALLY FUNDED, WILL YOU STILL HOLD THIS EVENT? **YES** **NO**

ABOUT THE GUEST ARTIST

GUEST ARTIST _____

IS YOUR GUEST ARTIST AN ENDORSEMENT ARTIST FOR A COMPETITION FLUTEMAKER? **YES** **NO**

If yes, we are not able to fund this artist. Please talk with your guest artist to be sure of their situation.

HAVE YOU RECEIVED A DEFINITE COMMITMENT FROM THE GUEST ARTIST? **YES** **NO** IF NO, A TENTATIVE ONE? **YES** **NO**

ABOUT THE ATTENDEES & ADMISSION CHARGES

PLEASE LIST ANY ADMISSION CHARGE(S) FOR THIS EVENT _____

ESTIMATE THE NUMBER OF PEOPLE WHO WILL ATTEND THIS EVENT _____

ESTIMATE THE PERCENT OF ATTENDEES WHO ARE MEMBERS OF YOUR ORGANIZATION _____

WILL ANY OTHER ORGANIZATION RECEIVE ANY PART OF THE PROCEEDS? _____

ABOUT THE LARGER EVENT

IS EVENT PART OF A LARGER EVENT (e.g., a masterclass that is part of a flute festival)?

NO IF NO, SKIP TO THE NEXT SECTION. **YES** IF YES, PLEASE ANSWER THE FOLLOWING.

BRIEFLY DESCRIBE THE LARGER EVENT _____

ESTIMATE THE NUMBER OF PEOPLE WHO WILL ATTEND THE LARGER EVENT _____

LIST ANY ADMISSION CHARGE(S) FOR THE LARGER EVENT _____

ESTIMATE THE TOTAL BUDGET FOR THE LARGER EVENT _____

~ SEE BUDGET INSTRUCTION #3 ON THE THIRD PAGE OF THIS APPLICATION.~

OTHER AVAILABLE FUNDING

DOES YOUR STATE, REGION, OR LOCALITY HAVE ANY ARTS FUNDING AVAILABLE FOR WHICH YOUR ORGANIZATION AND THIS

EVENT MIGHT QUALIFY? **NO** **YES** IF YES, WHAT PLANS DO YOU HAVE TO APPLY? _____

EXHIBITING AT THE EVENT

IS IT BRANNEN BROTHERS' OPTION TO EXHIBIT INSTRUMENTS AT THE EVENT OR LARGER FUNCTION? **YES** **NO**

PLEASE LIST ANY OTHER FLUTES THAT MAY OR WILL BE EXHIBITED AT THE EVENT OR LARGER FUNCTION _____

ABOUT YOU

PERSON SUBMITTING THIS APPLICATION _____

TITLE IN ORGANIZATION _____ DATE _____

HAVE YOU READ THE 2009-10 FUNDING GUIDELINES FOR MASTERCLASSES/CONCERTS? **YES** **NO**

SIGNATURE _____

APPLICANT ORGANIZATION _____

EVENT _____ EVENT DATE _____

BUDGET

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

- 1. "In-kind" contributions are non-cash contributions in the form of donated services or products and should be listed in both the income and expense columns. This includes in-kind contributions made by educational institutions.
- 2. On a separate page, please footnote (explain) any unusual figures.
- 3. If the event for which you are requesting funding is part of a larger event, like a flute festival, **this budget should only list income and expenses associated with presenting the smaller event.**

ANTICIPATED INCOME

Cash Receipts (Complete calculations section below.)

Concert Admissions \$ _____

Performance & Audit Fees for Masterclass _____

For Flute Fairs:
General Admission Fees allocated to this event _____

Cash Donations

From school _____

From other sources:

Annual Membership Dues allocated to this event _____

In-kind Contributions

Matching Funds

SUBTOTAL \$ _____

BRANNEN-COOPER FUND REQUEST \$ _____

TOTAL INCOME \$ _____

Calculations Supporting Estimates of Cash Receipts
(i.e. number of people x admission fee = total concert admissions, general admissions, and/or masterclass fees)

PROJECTED EXPENSES

Professional Fees

Guest Artist \$ _____

Accompanist _____

Other Professionals

Transportation _____

Lodging _____

Meals _____

Hall/Space Rental _____

Publicity _____

Programs _____

Other Costs

TOTAL EXPENSES \$ _____

PROJECTED PROFIT (if any) \$ _____

← **TOTAL INCOME MUST EQUAL TOTAL EXPENSES PLUS ANY PROJECTED PROFIT NOTED ABOVE.**

**PLEASE SUBMIT THE COMPLETED
APPLICATION TO:**

Sarah Graumann, Fund Coordinator
The Brannen-Cooper Fund
At Brannen Brothers Flutemakers, Inc.
58 Dragon Court, Woburn, MA 01801 USA
Fax: (781) 287-1070
Email: **thefund**@brannenflutes.com