



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				\$ _____

ABOUT THE PROSPECTIVE AWARD

IF YOU RECEIVE AN AWARD, MAY WE PUBLICLY LIST YOUR ORGANIZATION AS HAVING RECEIVED A GRANT FROM THE FUND? (WE DO NOT DISCLOSE ANYONE'S NAME OR THE ACTUAL GRANT AMOUNT.) YES NO

IF AN AWARD IS MADE, BY WHAT DATE WOULD YOU LIKE TO RECEIVE THE CHECK? _____

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? _____

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

AMOUNT REQUESTED FROM THE BRANNEN-COOPER FUND _____

If you are requesting more than \$1,000, be sure to explain the reason why in the space provided here.

ABOUT THE GUEST ARTIST

GUEST ARTIST _____

IS YOUR GUEST ARTIST AN ENDORSEMENT ARTIST FOR A COMPETITION FLUTEMAKER? **NO** **YES** If yes, we are not able to fund this artist.
Please do not answer without specifically asking your artist this question.

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 _____

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

NAME _____ TITLE IN ORGANIZATION _____

HAVE YOU READ THE 2011-12 FUNDING GUIDELINES FOR MASTERCLASSES/CONCERTS? **YES** **NO**

SIGNATURE _____ DATE _____

By typing your name in the space above, you certify that the information entered on this application is, to the best of your knowledge, true and accurate.

SCHOOL _____

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 as "in-kind" in both the income and expense columns. This includes in-kind contributions made by educational institutions. Do not assign a cash value.
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 *(Please 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:

In-kind Contributions

(Please assign a cash figure on both sides of the budget.)

Matching Funds

SUBTOTAL \$ _____

BRANNEN-COOPER FUND REQUEST \$ _____

TOTAL INCOME \$ _____

Calculations Supporting Estimates of Cash Receipts

(i.e. number of people x admission fee = 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.

Email: thefund@brannenflutes.com

**As stated in the guidelines, email is
the only acceptable submission method.**