



2011-12 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 to us.

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 guest 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, to competitions, or to 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 on 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 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.

WHO MAY APPLY FOR FUNDS? (CONTINUED)

In the United States, only incorporated, not-for-profit organizations can be exempt from federal taxes under 501(c) (3). Any school applying to us must be incorporated as a not-for-profit corporation. Other organizations do not need to be incorporated; however, *if* the organization is incorporated, it *must be* incorporated as a not-for-profit corporation.

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 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). Please be sure you ask your guest artist to confirm their situation, even if you have worked with them before.

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 the space provided on the application.** Applications requesting more than \$1,000 that do not address this issue will not be considered.

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

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

MAKING AWARDS AND RECEIVING FOLLOW-UP

If you receive an award from The Brannen-Cooper Fund, our check will be to you for receipt on or by the date you specify in the application. 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.

MAKING AWARDS AND RECEIVING FOLLOW-UP (CONTINUED)

The award check will be issued to the organization submitting the application to us, unless we are specifically asked to make the check payable to a different group; the need for this “diversion” must be 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.

A one-page, follow-up questionnaire, which we ask you to complete and return to us within a month after the event, will accompany the Brannen-Cooper Fund award letter. 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 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 “Anticipated Income” column and in the “Projected Expenses” 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. A governmental group or agency generally gives such grants. 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’s instruction may result in your application’s disqualification.

TIMETABLE FOR SUBMISSION OF APPLICATIONS

| <u>Date of Event</u> | <u>Application Due</u> | <u>Award Decision By</u> |
|--|-----------------------------|-----------------------------|
| February 1, 2012–May 31, 2012 | October 17, 2011 | December 1, 2011 |
| June 1, 2012–September 30, 2012 | February 1, 2012 | April 1, 2012 |
| October 1, 2012–January 31, 2013 | June 1, 2012 | August 1, 2012 |

IMPORTANT: The Fund must receive the application by the due date listed above, on forms dated December 2011 in the lower left corner of each page.

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

Once you have completed the fillable PDF application, please save it and **email** it to us at thefund@brannenflutes.com.

For exceptions to submitting an application by email, please contact us to discuss your situation.

PLEASE NOTE: We consider the application received on the day it is delivered to us. Due to the large number of applications we receive, late applications are not accepted.

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. However, we do 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 in advertising, both printed and online. Please credit us as "The Brannen-Cooper Fund at Brannen Brothers Flutemakers, Inc." A logo is also available.

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. At your specific request, The Fund Directors may waive this latter condition.

QUESTIONS?

Please feel free to contact:

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