



## MUSIC SCHOOL/DEPARTMENT APPLICATION

### ABOUT YOUR SCHOOL AND ITS FLUTE PROGRAM

SCHOOL \_\_\_\_\_

DEPARTMENT, IF APPLICABLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

FLUTE PROFESSORS/INSTRUCTORS ON FACULTY \_\_\_\_\_

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

PLEASE LIST THE NUMBER OF STUDENTS YOUR SCHOOL HAS IN EACH OF THE FOLLOWING CATEGORIES:

Undergraduate flute performance major \_\_\_\_\_ Graduate flute performance majors \_\_\_\_\_

Other flute students, including music education majors \_\_\_\_\_

### AWARD PUBLICITY & RECEIPT *We do not disclose anyone's name or the grant amount.*

IF YOU RECEIVE AN AWARD, MAY WE PUBLICLY ANNOUNCE YOUR ORGANIZATION AS HAVING RECEIVED A GRANT FROM THE FUND? YES  NO

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

### YOUR SCHOOL'S CONTACT PERSON

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_ BEST TIME TO CONTACT \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ ORGANIZATION'S WEBSITE \_\_\_\_\_

### ABOUT THE EVENT TO BE FUNDED

EVENT FOR WHICH YOU ARE REQUESTING FUNDING (*e.g. masterclass, concert, guest conducting*) \_\_\_\_\_

EVENT DATE \_\_\_\_\_ ALTERNATE DATE \_\_\_\_\_

ON AN ANNUAL BASIS, HOW OFTEN DOES YOUR SCHOOL/DEPARTMENT HOLD THIS TYPE OF EVENT? \_\_\_\_\_

TOTAL BUDGET FOR EVENT (*from budget page*) \_\_\_\_\_

SCHOOL'S TOTAL **CASH** CONTRIBUTION TO THIS EVENT \_\_\_\_\_

AMOUNT REQUESTED FROM THE BRANNEN-COOPER FUND \_\_\_\_\_

DID YOU HAVE ANY PROBLEM ACCESSING SCHOOL FUNDS TO HELP FUND THIS EVENT? YES  NO

IF THIS APPLICATION IS ONLY 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? **NO**  **YES**  *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 ESTIMATE THE NUMBER OF PEOPLE WHO WILL ATTEND THIS EVENT \_\_\_\_\_

WILL ATTENDANCE BE REQUIRED BY (1) A SPECIFIC PROFESSOR? **YES**  **NO**  (2) BY THE DEPARTMENT? **YES**  **NO** DO YOU EXPECT NON-FLUTE MAJORS TO ATTEND? **YES**  **NO** 

PLEASE LIST ALL FLUTE CLUBS WITHIN A 60-MILE RADIUS OF THE SCHOOL \_\_\_\_\_

IF THERE ARE SUCH FLUTE CLUBS, WILL YOU INVITE THE MEMBERS TO THIS EVENT? **YES**  **NO** 

IF NO, PLEASE EXPLAIN \_\_\_\_\_

DOES THE SCHOOL ALLOW ADMISSION TO BE CHARGED FOR THIS TYPE OF EVENT? **YES**  **NO** PLEASE LIST ANY ADMISSION CHARGE(S) FOR THIS EVENT \_\_\_\_\_**ABOUT THE LARGER EVENT**IS THE EVENT PART OF A LARGER EVENT (e.g. a masterclass that is part of a flute festival)? **NO**  IF NO, SKIP TO "EXHIBITING AT THE EVENT."**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.~

**EXHIBITING AT THE EVENT**IS IT BRANNEN BROTHERS' OPTION TO EXHIBIT INSTRUMENTS AT THIS EVENT? **YES**  **NO** 

PLEASE LIST ANY OTHER FLUTES WHICH MAY OR WILL BE EXHIBITED AT THIS EVENT \_\_\_\_\_

**ABOUT YOU**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

HAVE YOU READ THE 2011-12 FUNDING GUIDELINES FOR MASTERCLASSES & CONCERT? **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](mailto:thefund@brannenflutes.com)

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