

# SFAGO - SPECIAL PROJECTS COMMITTEE: GRANT GUIDELINES

## A. General Information

1. Grants are usually one-time for 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 received grants from us previously but who have submitted an unsatisfactory final report or no final report.
3. Grants will be in the range of \$500 to \$3,000 in most cases.
4. Grants for specific projects will be favored over those for general support of an organization.
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 the grant is 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 support as well. For public events such as recitals, we generally give no more than half of the total "hard-dollar" cost of the project.
9. Grants usually will not be awarded to the same person or organization until three years have elapsed since the end of the previous grant period.

## B. Examples of Projects We Favor

- Promotion of the organ and its music to the general public
- Education of organists
- Composition and publication of organ music
- Improvement of the status of church music and church musicians
- Scholarships and study programs
- Competitions
- Research and preservation of the history of the organ, organists, organ music and composers
- Conferences, seminars, and workshops
- Recitals and concerts
- Broadcasts and recordings

### C. Application Process

Either (a) mail or (b) email your application to:

- (a) Dr. David Schofield , St. Francis Lutheran Church, 152 Church St. San Francisco CA 94114.
- (b) [david.schofield@sflcsf.org](mailto:david.schofield@sflcsf.org)

**Be aware of the following timetable.** If a grant is needed for a project by a certain date, you must submit the request to fit our schedule. We cannot make exceptions and rush requests through. There are three periods in each year when grants are awarded: **February 1, June 1, and October 1**. The timetable shows the lead time required to request a grant. Deadlines for receiving grant applications are **December 15, April 15, and August 15**.

	Application Received	Preliminary Review	Committee Meeting	Award Grant	Grant Period (12 months)	Final Report Date
<b>Period 1</b>	Aug16-Dec15	Dec16-Dec31	Jan1-Jan31	Feb1	Feb1-Jan31	Apr30
<b>Period 2</b>	Dec16-Apr15	Apr16-Apr30	May1-May31	Jun1	Jun1-May31	Aug31
<b>Period 3</b>	Apr16-Aug15	Aug16-Aug31	Sep1-Sep30	Oct1	Oct1-Sep30	Dec31

**Specific Format Required for Your Application:** Applications will only be considered if they follow the specific format specified below. The application will consist of three items only:

1. **Information Questionnaire:** Provide either the correctly and accurately filled-out ‘Grant Questionnaire – Organizations’ or ‘Grant Questionnaire – individual’ form, depending on whether you are applying on behalf of an organization or for yourself. Both information questionnaires are provided on our website. If questions in the questionnaire do not apply to you or your organization, then fill in ‘N/A’ behind these questions.
2. **Project Description:** Provide a project description on at least one side of one 8.5” x 11” page. The project description is to be as concise as possible. Describe how the project meets our goals and why it is worthy of support. Show who and how many will be reached by the project. Describe your expertise in making the project a success. List personnel and their qualifications. Describe your publicity plans, if applicable.
3. **Attachments:** In some cases, you will need to amplify upon points in the information questionnaire or the project description page. If so, include attachments but please keep them to a minimum. Please use cross-references, e.g., “see attachment A”.

If you mailed your application and wish to make sure we have received it, include a self-addressed, stamped envelope. We will not acknowledge receipt of mailed applications otherwise. Please do not telephone. If you emailed your application, we will acknowledge receipt via email. Materials submitted to us will not be returned.

If you are awarded a grant, you must submit a final report to us within three months of the end of the grant period. Your final report must show actual budget expenses and specific audience figures or other evidence of impact. The report should prove that the project fulfilled the expectations of the grant request.

Please be aware, that the Internal Revenue Service (IRS) and other taxing agencies may consider grants received by individuals as taxable income. The San Francisco American Guild of Organists Special Projects Committee is obligated to report these amounts to the IRS on a Form 1099. The Committee cannot offer any kind of taxation advice and suggest that you consult your tax advisor.

If the committee awards a grant for an amount lower than you have requested and you are therefore unable to carry out the project as described, you should so inform the committee and either return the grant or restructure the project to the committee’s satisfaction.