

## **Colorado State Music Teachers Association**

### **LOCAL ASSOCIATION MATCHING GRANT PROGRAM**

#### **Purpose:**

To provide assistance to local associations in Colorado for the educational and professional development of teachers, as well as support and promotion of music in the immediate community.

#### **Elegibility:**

Any local association affiliated with Colorado State MTA may apply.

#### **Project suggestions:**

Projects should be creative and beneficial to many individuals rather than a small, specialized group of persons. Suggested projects include:

- Educational workshops for the development of musical skills in preparation for certification examinations.
- Projects promoting interaction between local associations and student chapters, area colleges or other musical or arts organizations.
- Clinics, master classes, seminars.
- Community outreach and/or educational projects.
- Pilot projects

#### **Qualifications:**

1. The grants are not intended to help fund annual association festivals.
2. Fundraising projects including monster concerts, piano funds and other such events that should break even or generate income for the association will not be considered by the CSMTA Local Association Grant Committee. Local associations also may want to avoid projects that could be funded as publisher's showcases.
3. Seminars, lecture-recitals, master classes or workshops must last at least two hours (of one or more sessions) to qualify for matching grant funds.
4. A Local Association may not apply for the same grant within a 5-year period and no grant will be given to the same Local Association in consecutive years.
5. No grants will be given on a retroactive basis.
6. A report on the outcome of the Grant Project including a financial statement showing the grant award plus the matching local funds, must be submitted to the Grants Committee Chair within 30 days of the event date and made available to the CSMTA Executive Board.

**Procedure**

1. Each year the CSMTA Executive Board establishes a budget amount for grants based on the recommendations of the CSMTA budget committee. The amount available for local association grants varies every year, e.g. for 2018 it was \$500. The amount may be split between several groups as the grants committee sees fit.
2. The deadline for grants is October 1. The application and attachments should be returned to the Grants Chair, Nan Shannon: 8138 S Spruce Cir, Englewood, CO 80112.
3. The CSMTA Grant Committee shall review the applications according to the guidelines provided by the CSMTA Executive Board.
4. Applicants will be notified of the committee’s decision no later than October 15.
5. The awards will be distributed in January of the upcoming year

**LOCAL ASSOCIATION:** \_\_\_\_\_

**CONTACT:**

Project Director or Local Association Grants Chair: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_

**PROJECT TITLE & PROPOSED EVENT DATE** (must be between Jan 1 – Dec 31 of upcoming year):

\_\_\_\_\_

**PROPOSED BUDGET:**

- |       |    |   |
|-------|----|---|
| _____ | 1. | Anticipated income from local association and other resources. May include in-kind donations. |
| _____ | 2. | Anticipated expenses  |
| _____ | 3. | Amount requested from CSMTA (line 3 may not exceed line 1)                                    |

**ATTACHMENTS:**

1. Please attach a separate sheet that thoroughly explains the nature of the project including:
  - Project title
  - Purpose of project
  - Implementation plan
  - Location
  - Estimated dates

- Personnel / performers / presenters involved
  - Completion potential
2. Please attach a separate sheet with financial information including itemized income sources, confirming matching fund availability and anticipated expenses
  3. Please attach a brochure or a separate sheet with a profile of the local association including the types of activities sponsored by the association, membership makeup, community visibility, etc.

**SIGNATURES:**

\_\_\_\_\_, Local Association Grants Chair  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_, Local Association President  
Signature

\_\_\_\_\_  
Date