

# GUTIERREZ MEMORIAL FUND

*Igniting the Arts and Community in Maryland*

**Legacy Grant:** Request For Funding      **Postmark Deadline:** October 30, 2020

## **A. GENERAL INFORMATION- for Artists & Organizations**

Name of Artist or Organization		
Mailing Address		
City	State	Zip code
County		
Telephone (include area code and extension)		
Email Address		
Website URL (if applicable)		
Organization's Federal Tax Payer Identification Number (if applicable)		
Organization's Fiscal Year mo/day – mo-day (if applicable)		
Organization's Founding Year (if applicable)		

## **B. ADDITIONAL CONTACT INFORMATION – for Organizations**

Contact Name - *Dr. Mr. Mrs. Ms.
Contact's Title
Contact's Direct Phone # (include area code and extension)
Contact's Email Address

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Executive Director or Authorizing Official's - *Dr. Mr. Mrs. Ms.	Title
Executive Director or Authorizing Official's Phone	
Executive Director or Authorizing Official's Email Address	

## C. FISCAL SPONSOR – if Applicable

Name of Fiscal Sponsor	
Fiscal Sponsor Contact Name - *Dr. Mr. Mrs. Ms.	Title
Fiscal Sponsor Contact's Direct Phone (include area code and extension)	
Fiscal Sponsor Contact's Email Address	
Fiscal Sponsor's Federal Tax Payer Identification Number	

## D. PROPOSAL and PROJECT NARRATIVE

Please See Attached  
*Must not exceed four (4) pages*

## E. GRANT APPLICATION ATTACHMENTS

Please See Attached

## F. BUDGET WORKSHEET

Please See Attached

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## G. How did you hear about the Gutierrez Memorial Fund's Legacy Grant?


## H. CERTIFICATION

**I certify that all the information contained in this application is true and accurate. And that all the supporting materials, illustrations and/or images demonstrate my work or that of my organization.**

<b>Signature</b>
<b>Printed Name</b>
<b>Title</b>
<b>Date</b>

# GMF Legacy Grant **Proposal and Project Narrative**

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## **Background**

1. **For Organizations-** briefly describe your organizations history, mission and goals.
2. **For individual artists, artisans or educators-** briefly describe your artistic vision, development and the concepts addressed in your work.

## **Purpose of Request**

Describe the program or project for which you are seeking funds.

1. Describe the inspiration for the project and/or program and how it was developed.
2. Indicate the amount required to fund the program and attach a project budget.
3. Describe the duration of the project and provide a detailed timeline for implementation.
4. For public arts projects, describe the construction and installation method and site location.
5. If the site has been determined, can you provide a letter of support from the property owner?
6. Identify any collaborative partners & their responsibilities.
7. Identify who will have ownership & responsibility for maintaining the 'work'.
8. Is there a target audience or community being served by your project?
9. Is there an educational or skill-building aspect to your work/project?
10. Will your project enhance the physical environment? If so, please describe.
11. Will your project raise the quality of life in the community? If so, how will it achieve that?
12. Discuss your goals and ideal outcomes for the request.
13. What process will you implement to measure the success of your project?
14. Explain how your proposal fits with GMF's mission and goals.

## **Resume & Financial Information -for Organizations Only**

1. Number of years the organization has been in operation and your fiscal year.
2. Identify your board of directors and key people involved in your organization or program.
3. Describe the community your organization serves.
4. Describe the organization's current programs and activities.
5. Describe your organizations financial position for the current and past year.
6. Describe how your organization is funded and the % breakdown - foundation grants, government funding, corporate gifts, individual donations and/or memberships, etc.

## **Challenges and Opportunities**

1. Describe potential challenges that you may face in implementing the project. And provide possible solutions or alternative options.
2. What other organizations or individuals are doing similar work? Will that impact your project?
3. Will the people or communities served be involved in the project, its planning or evaluation?
4. Indicate if timing is a factor or specific timeframe is required that impacts the project's success.
5. Is this specific proposal under review with any other funders, and if so, which funders?

## GMF Legacy Grant **Attachments and Supporting Documents**

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### **Required Attachments -for Artists and Organizations**

1. Program Budget

### **Required Attachments -for Organizations Only**

1. Proof of nonprofit status: 501(c)(3) IRS Letter of Determination.
2. A copy of the organization's registration with the Charitable Organization Division of the Office of the Secretary of State for the State of Maryland.
3. A copy of the organization's most recent annual report (if available).

### **Supporting Documents -for Artists and Organizations**

1. Applicants are encouraged to email one (1) zip file of additional supporting documents, including portfolio and/or project images, illustrations, or other supplementary materials as necessary to explain their concept.
2. Optional items may include awards, newspaper articles, letters of support and other items that help to demonstrate you or your organization's ability to successfully complete the project.
3. Each item must be numbered and titled using the following format:  
Applicant last name / Organization Name\_Description\_Item#  
Example:  
Smith\_PortfolioImage\_#1  
Smith\_BmoreartArticle\_#2
4. A maximum of ten (10) images and/or supporting documents are allowed.

### **Contact Information**

If you have any questions or need assistance with your application, please email us at [Board@GutierrezMemorialFund.com](mailto:Board@GutierrezMemorialFund.com).

**Thank you for your Application!**

## Budget Worksheet / Project Funding

Please provide a financial budget for your project. This sheet is intended as a sample. You may submit this or your own form provided the all financial information related to the project is included.

<u>Source</u>	<u>Anticipated Income</u>	<u>Actual Income</u>
Gutierrez Memorial Fund Grant	\$	

### Project Expenses

<u>Item</u>	<u>Proposed Budget</u>	<u>Actual Expenditures</u>
Salaries and wages (break down by individual position)	\$	
	\$	
	\$	
Subcontractors	\$	
Consultants and Professional Fees	\$	
Project Materials	\$	
Tools /Equipment / Rentals	\$	
Insurance, benefits, and related expenses/taxes	\$	
Travel	\$	
Printing and Copying	\$	
Postage and Delivery	\$	
Other (specify)		
	\$	
	\$	
<b>Total Expenses</b>	\$	