



**Grant Application**  
**Rochester Music Guild**  
P.O. Box 5802  
Rochester, MN 55903

Applications are due by **July 1** for projects running September 2009-June 2010.

The purpose of the Rochester Music Guild is the promotion of music appreciation through education and performance. To meet these goals, the Rochester Music Guild has a limited amount of funds available for grants to non-profit music organizations in the Rochester, Minnesota area. Grants of up to \$500 may be made as approved by the RMG Board of Directors to 501c(3) organizations who provide such education or performance opportunities.

**Grants may not be made for salaries or benefits of employees, or for administrative expenses necessary for the operation of an organization. Grant objectives should be consistent with the above goals.**

Applicants should complete the following form and submit it to the President, Rochester Music Guild, P.O. Box 5802, Rochester, MN 55903.

**Name of Organization submitting request:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**If a first time request, please submit a copy of the organization's 501c(3) letter.**

**Amount requested: \$** \_\_\_\_\_ **Goal of activity (circle one):** education performance

**Purpose of request (be as specific as possible about how the funds will be used – attach a separate sheet of paper if necessary):** \_\_\_\_\_

\_\_\_\_\_  
**Overall cost of activity: \$** \_\_\_\_\_ **How is the balance of the expense being met?** \_\_\_\_\_

\_\_\_\_\_  
**(Please add an additional sheet, and attach a copy of the DETAILED BUDGET for the project.)**

**Recognition of the Rochester Music Guild's support is a requirement for receiving this grant. Please indicate how you plan to promote or publicize the Guild's participation.**

If approved, a check should be made out to: \_\_\_\_\_, and mailed to the following address: \_\_\_\_\_

Questions about the request should be directed to: \_\_\_\_\_, phone \_\_\_\_\_

Submitted by: \_\_\_\_\_ Position: \_\_\_\_\_ Date \_\_\_\_\_



**Grant Final Report**  
***Rochester Music Guild***  
P.O. Box 5802  
Rochester, MN 55903

We request that this follow-up report be submitted within thirty days following the conclusion of the project or event receiving a *Rochester Music Guild* Grant.

1) Name of the organization reporting: \_\_\_\_\_

2) Amount of RMG grant: \_\_\_\_\_

3) Purpose of the grant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) How did the RMG grant help you to achieve your purpose? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5) Date, location, and attendance for each activity included in the project.

Date

Location

Attendance

6) How was the Rochester Music Guild recognized for its support? (Attach representative samples of publicity materials.) \_\_\_\_\_

\_\_\_\_\_

7) Please attach a final DETAILED financial report for your project. If the funds were not all used for the requested purpose, surplus funds should be returned to the Rochester Music Guild so that they can be made available to other organizations.

**Report Submitted by:** \_\_\_\_\_

**Position in the Grant Recipient's Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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