P.O. Box 150546, Lakewood, CO 80215-0546
Tollfree: 844-509-1422 / Phone: 704-509-1422 / Fax: 866-773-1538
www.AmericanRecorder.org

Guidelines for Preparing Applications for ARS Chapter/Recorder Orchestra (CRO) Grants

The CRO Grant Program is for chapters with 10 or more ARS members in good standing. It is intended to help groups initiate new projects or to expand existing projects by adding new features that the group may have difficulty financing themselves. The program is not intended to be a permanent source of financing for ongoing projects, but is meant to provide aid for one-time projects or "seed money" for projects that the group might continue to finance by other means. A repeat application for an unchanged project that has already received a previous grant is assigned lowest priority for funding by the CCRO (Chapters, Consorts and Recorder Orchestras) Committee.

HOW GRANTS ARE PAID: A percentage of any grant awarded is paid at the start of the project. To receive the balance of the award, groups must submit a report 90 days after the project date (as stated on the grant application) or 30 days after the end of the fiscal year during which the project took place, whichever comes later. If your project extends over a period of time, use the end date of the project to determine the report due date. If your project is postponed or continues past the originally reported date of completion, please let the ARS office know what the new date is, and the life of your grant will be renewed. The report is due as above, starting from the changed project date. If no project report or changed project date is received from your group by the original report due date, the remainder of the grant is forfeited.

When you submit a proposal for an ARS CRO Grant, there are several things you can do to make it easier for reviewers to read and evaluate your proposal (and perhaps increase your chances of receiving a grant).

- Write your proposal legibly (preferably type it) and proofread it carefully.

- Describe your project completely. Suggestions are given for information to include in the project description section. Answer all questions on the application briefly but completely.

- Include a budget using suggestions on the application form for information that should be included in your budget. Basically, your budget should show all anticipated costs and sources of funds. Indicate specifically how the grant from ARS will be used. Show how much your group and/or its individual members will contribute to the project. If there are circumstances (such as a young or distressed group) which make it difficult for your group to contribute to the project, feel free to explain them in your proposal.

Reviewers will look particularly for innovative projects, such as those which:

- Show promise of increasing local and national membership
- Reach new audiences leading to greater diversity in ARS membership
- Provide special services (for example, to the elderly, to children, to beginners, to the visually impaired, to the sick and disabled, etc.)

CROs usually are eligible for a total chapter grant award of $150-500 during a single ARS fiscal year (Sept.1-Aug.31).

To apply for a CRO Grant, print out and complete the CHAPTER/RECORDER ORCHESTRA GRANT APPLICATION and return it to the address above. You may also apply using an online form at https://americanrecorder.org/chapter_grants.php

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CHAPTER/RECORDER ORCHESTRA (CRO) GRANT APPLICATION

The group must have 10 ARS members in good standing to apply. Postmark Deadline for Applications: **May 15**, for projects starting at any time after the following September 1. Email your application to Susan Burns (email address above). Please fill out the information below completely and legibly.

Chapter/RO Name: _____

Contact for further information: _____

Telephone: (___)_____Best time to call: _____

Street Address:

_____

City:_____State:_____Zip+4:_____

E-mail:_____

Amount requested: $_____($150 minimum, *$500 maximum*)

PROJECT SUMMARY:

1. Event location: _____

Event dates and times: _____

_____

If your project extends over a period of time please state both beginning and estimated end dates.

2. Brief description, including theme or special emphasis of your event:

_____
_____
_____

3. Names and qualifications of key personnel (performers, workshop teachers, etc.)

_____
_____
_____
_____

PROJECT NARRATIVE (please attach a separate sheet of paper)

- Describe your proposed activity completely.
- Outline its goals and benefits, as well as evaluation methods you plan to use to determine success in accomplishing these.
- Emphasize new and innovative aspects of your activity.
- List any local resources (meeting sites, leaders, publicity, etc.) which are available for your project.
- Describe your plan to promote and publicize your event.
- Explain how your project will reach persons not usually touched by your group's activities (beginners, seniors, persons with disabilities, inner-city residents, etc.).
- Describe how this event will increase group and ARS membership.
- Include your projected attendance and a justification of how you arrived at this number.
- Also include information on how your project would be affected if your group does not receive this grant (will it be canceled, or some part not take place?).

BUDGET (please attach a separate sheet of paper)

Provide the following financial information about your project:

a) anticipated costs, including rentals, honorariums, publicity costs, refreshments, etc.

b) anticipated income, including fees charged to participants, contributions made from the treasury of your group*, value of in-kind contributions, etc.

**Young groups or those in distressed circumstances may not be able to make such contributions. If such is the case, please explain in the area below your budget.*

Signature of submitter:_____Date Submitted: _____

A report detailing your experience is required within four weeks of the event. This way ARS donors can see how their funds have been used for a great cause.

PLEASE BE SURE TO ATTACH YOUR PROJECT NARRATIVE AND BUDGET.

Email to the ARS at the address shown above.