



Early Music America
Affiliate Program
Application Form
(3 PAGES TOTAL)

INSTRUCTIONS: Describe all activities planned for the next year as an EMA Affiliate. Attach extra pages if necessary. Return this form, with a cover letter and support materials to the address below.

APPLICANT

Organization, Group or Project Name: _____

Designated Representative (principal contact)

Name: _____

Address: _____

Telephone: (day) _____ (eve) _____

Fax: _____ Email: _____

PRIMARY PARTICIPANTS:

List name(s), address(es), phone number(s) and organizational titles of the primary participants:
(please attach resumes)

OTHER PARTICIPANTS:

List individual Name(s) & Address(es) of any other(s) who will be contracted for services:

ORGANIZATIONAL INFORMATION:

Incorporation date, if any: _____

Organization located in (city) _____ since (date) _____

Organization budget, last complete fiscal year (ending: _____): \$ _____

INTERNAL REVENUE IDENTIFICATION:

Indicate Employer Identification Number, Social Security Number or enclose IRS determination letter
(if applicable) _____

REGISTRATION AS A CHARITABLE ORGANIZATION in your state.

The applicant _____ has registered (date _____) or _____ plans to register by (date _____)

If you do not have plans to register, please explain:

PROJECT TITLE: _____

PROJECT PERIOD: Start _____ End _____ (month/day/year)

ACTIVITIES/PROJECT DESCRIPTION

Describe the project, immediate purpose and/or product, including location of activities. Describe your long-range plans.

ARTISTIC QUALITY

Describe the artistic accomplishments of the organization and/or the principal artists engaged in the proposed activities. Attach any reviews. Describe how the project will enhance the existing artistic efforts of the applicant/organization.

MANAGEMENT CAPABILITIES

Describe the administrative credentials of the designated representative and/or project director(s). Cite examples of other projects successfully administered by applicant and these individuals.

PROMOTION PLAN

Describe your plans to promote your activities. What new approaches are you using, if any? What new audiences are you trying to reach, and how are you trying to reach them?

EVALUATION

How will you measure the success of this project (attendance figures, artists employed, increased income, surveys, press reviews)?

PROPOSED FUNDRAISING ACTIVITIES

Indicate the total amount of anticipated funds you plan to raise from each category. Enter Zero(0) if you do not plan to ask for or raise funds from the category.

Grants from Government Agencies, Corporations, Foundations: \$ _____

Donations from Businesses: \$ _____

Donations from Individuals: \$ _____

Briefly describe planned fundraising activities. List name(s) of agencies to which applicant plans to apply. Describe future funding, if project is expected to continue beyond the grant project period. What is your contingency plan, if requested funding is not received?

SUMMARY BUDGET FOR PROJECT ACTIVITIES

If several activities will be undertaken, give combined totals for each category. Support summary budget with more detailed budgets for each activity or event (attach to this application).

INCOME:

Sales: \$ _____

Grants: \$ _____

Donations: \$ _____

In-Kind Services: \$ _____

Other (specify): \$ _____

TOTAL INCOME: \$ _____

EXPENDITURES:

Salaries/Wages: \$ _____
Equipment: \$ _____
Supplies: \$ _____
Facilities Rental: \$ _____
Administration: \$ _____
Printing: \$ _____
Postage: \$ _____
Other (specify): \$ _____
TOTAL PROJECT COST: \$ _____

SIGNATURE: _____

Print Name: _____

Date: _____

Application Procedures

Applications should be accompanied by a cover letter summarizing the proposal and supporting materials. These materials might include an audio or video recording, biographies of participants, press releases and reviews, a newsletter, etc.

Applications, which should be directed to Karin Brookes, Executive Director, Early Music America, 801 Vinial Street, Suite 300, Pittsburgh, PA 15212, will be reviewed and voted on by Early Music America's Board of Directors, whose decision is final.

Affiliate status will become effective upon receipt by Early Music America of the signed Letter of Agreement (must be signed by EMA's representatives) accompanied by a check for the required administrative fee as well as by membership applications from those Affiliate participants who are not currently members of Early Music America.