

# THE PRESSER FOUNDATION

385 LANCASTER AVENUE, #205

HAVERFORD, PA 19041

## CAPITAL SUPPORT COMMITTEE APPLICATION GUIDELINES

### INTRODUCTION & PURPOSE

The Trustees of The Presser Foundation created the Capital Support Committee in 1998 to consider requests for grants of any size for support of a capital project that advances the cause of music education or otherwise supports music philanthropy.

Capital projects include the construction of new facilities; renovation, repair or expansion of existing facilities; acquisition or repair of musical instruments, equipment and other property. It does not include grants to cover general operating expenses.

### ELIGIBILITY

Non-profit, 501(c)(3) music performance, presenting or educational organizations are eligible to apply.

Grants will be made with preference to:

- Organizations that are located in Pennsylvania, New Jersey, Delaware or Maryland and are within a 100-mile radius of Philadelphia;
- And to organizations having a music building previously supported by Theodore Presser, the Presser Foundation, or bearing the name "Presser", regardless of location.

Multi-year requests will be considered.

### CRITERIA

Proposals will be judged on:

- the strengths and accomplishments of the applicant organization,
- the relationship of the project to the applicant's capabilities and to the needs of the community,
- the long term impact of the project on the applicant and the community,
- the value and feasibility of the project.

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## PROPOSAL GUIDELINES

Proposals should include the following:

- 1) A cover page with:
  - The name, address, phone and fax numbers of the applicant organization
  - The name and title of the contact person
  - The name of the project
  - The starting and ending dates of the project or of the period for which support is being requested
  - The grant amount requested.
- 2) A one page organizational history, including a listing of the current staff who are pertinent to this proposal.
- 3) A project description, not to exceed two pages in length, including a listing of the current staff who are pertinent to this project.
- 4) A project budget and budget narrative detailing expenses and revenue. Please include a listing, by name, of other committed or anticipated funding sources.
- 5) An organizational audited statement for the last complete fiscal year.
- 6) A copy of the organization's 501(c)(3) determination letter from the Internal Revenue Service.
- 7) For post-secondary schools, please include:
  - The number and percentage of students majoring in music
  - Degrees or certificates offered
  - The last date of accreditation of the music program and the name of the accrediting organization

## APPLICATION DEADLINE

The Capital Support Committee reviews grant proposals once each year.

Proposals are due before December 1.

Proposals should be submitted to:

Mariel Frank, Executive Director  
The Presser Foundation  
385 Lancaster Avenue, #205  
Haverford, PA 19041