

THE PRESSER FOUNDATION

385 LANCASTER AVENUE, #205

HAVERFORD, PA 19041

SPECIAL PROJECTS COMMITTEE APPLICATION GUIDELINES

INTRODUCTION & PURPOSE

The Trustees of The Presser Foundation created the Special Projects Committee in 1998 to consider requests for grants of any size for one-time special projects in music, including:

- Non-capital projects outside the scope of the normal operations of a music organization,
- Collaborative efforts between organizations,
- And efforts that the Trustees of the Foundation may encourage or initiate through a request for proposals to the field or to specific organizations.

The purpose of the Special Projects Committee is to identify special projects to recommend to the Trustees that are innovative, compelling and fill a clearly defined organizational or community need that advances the cause of music education or otherwise supports music philanthropy.

Activities that are a regular, continuing part of an organization's operation will not be considered for special project funding.

ELIGIBILITY

Non-profit, 501(c)(3) music performance, presenting or educational organizations or a consortia of non-profit organizations led by a music organization 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.

Multi-year requests will be considered and should be submitted for projects that are greater than a year in duration. Second grants for subsequent years of a project will not be considered.

CRITERIA

Proposals will be judged on:

- the strengths and accomplishments of the applicant organization(s),
- 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 names and addresses of collaborating organizations, if any
 - 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 collaborative projects, include:
 - a description of responsibilities in the project for each of the partners
 - a letter of intent to participate by each of the partners.

APPLICATION DEADLINE

The Special Projects Committee reviews grant proposals once each year.

Proposals are due before December 1 for projects commencing no earlier than the following July 1.

Proposals should be submitted to:

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