# Musical Grant Program 2024 SAMPLE Application Single Entity Applicant

The 2024 MGP application is integrated with **The Common App** and may be used in completing this application. The Common App is a new tool created by a consortium of Bay Area funders to streamline the application process and save grantseeking artists and arts and culture organizations time and resources.

Read more:

[commonappartsbayarea.org/](https://commonappartsbayarea.org/)

[intermusicsf.org/mgp/apply/](https://intermusicsf.org/mgp/apply/)

We recommend drafting your responses using the provided sample application and The Common App tool. The MGP Sample Application and The Common App tool are available on the [InterMusic SF website](http://intermusicsf.org/mgp/apply).

## 

## PART 1: APPLICANT OVERVIEW

### SINGLE ENTITY + COLLABORATION APPLICANTS

The Musical Grant Program accepts project proposals for both single entity-led projects and collaborative projects. Single entity applicants involve ONE (1) artistic entity or organization. Collaborations involve more than one artistic entity and/or organization.

### Eligible Applicants + Collaborations

Small Ensembles  
Guest Artist(s) + Small Ensemble Collaborations  
Composer + Small Ensemble Collaborations  
Concert and/or Festival Presenters Arts & Culture Organizations

Collaborations require both a lead applicant and a project partner. While the lead applicant will prepare and submit the project proposal and grant application, the project partner is considered to be an active applicant and all specified [eligibility requirements](https://intermusicsf.org/mgp/eligibility/) apply.

The project partner is **REQUIRED** to submit the [Project Partner Eligibility form](https://www.jotform.com/form/240466387832161) by the application deadline to complete a collaboration MGP application.

**Are you applying as a single applicant or as a collaboration?**

( ) Single Artistic Entity or Organization

( ) Collaboration

### SINGLE ENTITY APPLICANT

**Applicant Type:**

( ) Small Ensemble

( ) Concert and/or Festival Presenter  
( ) Arts & Culture Organization

**How many artists are members of the artistic entity or organization?**

**Please provide the following for the artistic entity or organization (Common App Question 1):**

\* Name of artistic entity or organization:  
\* Website:  
\* Social Media:

### MAIN CONTACT INFORMATION

**Please provide the following information for the main contact of the artistic entity or organization (Common App Question 1):**

#### Main Contact:

\* First Name:

\* Last Name:

\* Address:

\* City:

\* State:

\* Zip:

\* Phone:

\* email:

### APPLICANT ELIGIBILITY

**Does the main contact of the applicant reside in one of the following Bay Area counties:**

* + Alameda
  + Contra Costa
  + Marin
  + Napa
  + San Francisco
  + San Mateo
  + Santa Clara
  + Solano
  + Sonoma

**Does the artistic entity or organization have an annual budget of under $150,000?**

**Are you at least 18 years of age, a U.S. citizen, and a legal resident of the U.S?**

### Note regarding Common App tool throughout the following section:

*Due to the nature of eligible Musical Grant Program applicant types and configurations, the majority of the following Common App integrated responses reflect the “ORGANIZATION” portion of that tool (Common App Questions 4a1-5).*

### Mission / Artist Statement

**Please provide a mission or artist statement for the artistic entity or organization (Common App Question 4a-1):**

*(max. 250 words)*

### Artist History

**Please provide a brief history of the artistic entity or organization *(*Common App Question 4a-2):**

*(max. 400 words)*

### Artist Bio

**Please provide a list or summary of the artistic entity or organization’s accomplishments, including significant musical activity (e.g., performances, commissions, major collaborations, career highlights, formal recognition or awards, festival appearances, concert presentation of past and/or upcoming programming, organizational programming, etc.) (Common App Question 4a-3):**

*(max. 400 words)*

*Optional*: **Upload CV as a PDF (Common App Question 4b-3):**

**Please provide a description of the communities the artistic entity or organization engages and/or serves (Common App 4a-4):**

*(max. 400 words)*

**A description of recent or upcoming changes or challenges (organizational leadership, operations, financial, major shift in programming), if any (Common App Question 4a-5):**

*(max. 400 words)*

## PART 2: PROJECT PROPOSAL

### PROJECT OVERVIEW

### Musical Tradition / Genre

**In your own words, please provide the musical tradition or genre that best describes the proposed project:**

**Project Title (Common App 5a-1):**

### Locations

**In which of the following Bay Area counties will the project take place (5a-3):**

* + Alameda
  + Contra Costa
  + Marin
  + Napa
  + San Francisco
  + San Mateo
  + Santa Clara
  + Solano
  + Sonoma

**Please provide names and locations of all venues and/or artistic workspaces secured for all public engagements (e.g., presentations, performances), rehearsals, collaborations, recordings, etc. (Common App Question 5a-4):**

*(max. 250 words)***Is there an online/virtual component to the project (Common App Question 5a-5):**

( ) Yes

( ) No

( ) To Be Determined

### Project Narrative

**Please provide a summary of your project. Your narrative should include artistic vision, goals, decision to undertake this project at this time, as well as the artistic activities involved with the production of your project (Common App 5a-6):**

*(max. 400 words)*

### Production Timeline

Please provide a detailed outline of project production and timeline (e.g., when the project will be developed, rehearsed, presented, etc.). Please indicate if there are public performance dates already determined (Common App Question 5a-2):

*(max. 250 words)*

### Publicity + Promotion

Please provide a detailed outline of your publicity and promotion plan. Is there an intended audience for this project? If yes, how will your publicity, marketing, and promotional efforts engage them? (Common App 5a-8):

*(max. 250 words)*

## PART 3: BUDGET & FINANCIAL INFORMATION

### Financial Overview

**Total Project Budget (Common App Question 6):**

*\*Include full scope of the proposed project*

**Amount of Grant Request:**

*Maximum Award: $3,000, single entity-led projects; $4,000, collaborative projects*

### Budget Submission

**Please submit your project budget in one of the following ways:**

( ) Upload your project budget (as PDF) by utilizing the [Common App Budget Template](https://commonappartsbayarea.org/) tool

( ) Upload your own project budget (as PDF)

*If you upload your own project budget, please clearly identify artist fee expenses as a separate budget line(s).*

## PART 4: WORK SAMPLES

WORK SAMPLE SPECIFICATIONS

**Please upload samples (recordings, videos, scores, etc.) that are relevant to your proposed project.**

* A minimum of two, maximum of four, work samples are required for all single applicant proposals. Each work sample may include multiple files (audio, excerpt, video, score, pdf).
* A minimum of two, maximum of four, work samples are required for all project partners of collaborations. Each work sample may include multiple files (audio, excerpt, video, score, pdf).

*Please submit recent, high-quality samples that showcase artistic excellence and best correlate to your project.*

**Preparing your work samples for submission:**

* **Links to cloud-hosted work samples are preferred** **(i.e., work accessible on YouTube, Google Drive, Dropbox). If you are unable to provide url links in the fields below, please upload media files here.**
* **Name all files clearly, beginning with the applicant name, work sample number, and additional details (title, composer, movement, etc.).**
* **Include any additional details for each work sample in the fields below.**