# 2025 MGP Application TEMPLATE

***Before beginning your application, thoroughly review the Musical Grant Program (MGP) eligibility requirements available on our*** [***website***](https://intermusicsf.org/mgp/)***.***

***For any questions, please contact mgp@intermusicsf.org.***

## APPLICATION

The 2025 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.

To learn more about the Common App, and how to use it when applying for upcoming grants, visit [commonappartsbayarea.org/](https://commonappartsbayarea.org/).

We recommend drafting your responses using provided templates available on the [InterMusic SF website](http://intermusicsf.org/mgp/apply).

## PROPOSAL SUBMISSION - AWARD FORCE

If you are using this template to complete your proposal, you will still need to submit your application using Award Force.

**We do not accept Word and/or PDF submissions. You must submit your application via** [**Award Force**](https://musicalgrantprogram.awardsplatform.com/)**.**

Submit Your Proposal on Award Force Following these steps:

1. Navigate to <https://musicalgrantprogram.awardsplatform.com/>
2. Register or sign-in if you already have an account through another funder
3. Complete all required fields
4. Upload your project budget sheet as a spreadsheet (.csv or .xlsx are accepted)
5. Submit links to your work samples and/or upload media files following the work sample guidelines. Be sure to name all files clearly, including applicant name, work sample number, and additional details as necessary
6. Save your progress to return to your work at a later time
7. Submit your proposal once complete
8. You will receive confirmation of your submission and a copy of your proposal, as we have received it.

##

## PART 1: ORGANIZATION OR INDIVIDUAL ARTIST INFORMATION

**What is the name of the organization or individual artist applying for funding?**

\* Organization / Individual Artist:

\* Contact First Name:

\* Contact Last Name:

\* Contact Person Title:

\* Address:

\* City:

\* State:

\* Zip:

\* Contact Phone:

\* Contact Email:

\* Organization / Individual Artist Website:
\* Organization / Individual Artist Social Media:

### APPLICANT ELIGIBILITY

**Does 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 organization or artist have an annual budget of under $150,000?**

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

**Applicant Type:**

( ) Performer(s)

( ) Composer

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

( ) Other

If other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you applying as an:**

( ) Organization

( ) Individual Artist

### Mission Statement + History

## ORGANIZATION

**Mission Statement:** *(Word count limit: 250)*

**Brief organizational history:** *(Word count limit: 400)*

**A list or summary of current artistic programs, activities, recent key accomplishments:** *(Word count limit: 400)*

**A description of the communities your organization is rooted in, engages and/or serves:** *(Word count limit: 400)*

### Accomplishments

## INDIVIDUAL ARTIST

**Artist Statement:** *(Word count limit: 400)*

**A list or summary of recent key accomplishments, including significant musical activity:** *(Word count limit: 400)*

**A description of the audiences you have presented to, communities you are rooted in, or communities you have engaged with in the last two years: *(****Word count limit: 250)*

**Optional: Include a link to your artist bio or upload Artist CV here:**

## PART 2: PROJECT PROPOSAL

**Project Title:**

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

**Timeline: When will the project be developed/presented? Please indicate if there are public performance dates already known.** *(Word count limit: 250)*

**In which of the following Bay Area counties will the project take place:**

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

**Art-Space Partners: 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.:**  *(Word count limit: 250)*

**Project Overview: Describe your project in clear language that answers the questions who/what/when/where (you'll answer the why later in the application):** *(Word count limit: 50)*

**Narrative: Describe the project concept, inclusive of your artistic vision, goals, and why you decided to undertake this project at this time:** *(Word count limit: 400)*

**Project Partners + Collaborators: Who are the main artistic collaborators or project partners (artists, ensembles, guest artists, etc.)? How will they contribute to the project? Provide brief biographical Information, as appropriate.** *(Word count limit: 400)*

**Promotion: Please provide a detailed outline of your publicity and promotion plan.** *(Word count limit: 250)*

**Audience: Is there an intended audience for this project? If yes, *how* will you engage them?** *(Word count limit: 250)*

## PART 3: BUDGET & FINANCIAL INFORMATION

### Financial Overview

 **Total Project Budget:**

 **Amount of Grant Request:**

*Maximum Award: $4,000*

### Budget

**Please upload your project budget as an Excel file (.xlsx) or generic spreadsheet (.csv). You may use the Common App Budget Template tool or submit your own budget format. If using your own format, please ensure that artist fee expenses are clearly identified as a separate budget line.**

( ) Upload your own project budget an Excel file (.xlsx) or generic spreadsheet (.csv).

## PART 4: WORK SAMPLES

WORK SAMPLE SPECIFICATIONS

**You may provide up to 3 work samples totaling 5 minutes of material to review. Work samples can be provided by using online links (video or audio), or uploading JPGs (images), and PDFs (documents).** *Please submit recent, high-quality samples that showcase artistic excellence and best correlate to your project.*

**Describe how your work samples relate to the proposed project.** *(Word count limit: 250)*

**VERY IMPORTANT:**

**Name all files clearly, beginning with the applicant name, work sample number, and additional details (title, composer, movement, etc.).**