

Whitehorse United Church

Herb and Dorreene Wahl Memorial Fund MUSIC TRAINING FUND APPLICATION PACKAGE

HOW TO APPLY FOR MUSIC TRAINING FUNDS

- 1. Print a copy of the Music Training Fund Application Package from the Whitehorse United Church website or obtain a package from the Church office.**
- 2. Read the Application for Funding Guidelines and retain for your files.**
- 3. Remove the Summary Report form and retain. This form must be completed and returned to Music Training Fund Committee within 3 months of completion of your funded activity.**
- 4. Complete the Request Form.**
- 5. Submit only the Request for Music Training Funds to the Music Training Fund Committee via the Whitehorse United Church Office.**

MUSIC FUND

APPLICATION FOR FUNDING GUIDELINES

Purpose

The “Music Fund” shall be used to provide for training and related costs for individuals who are members or adherents of the Church or individuals who will benefit the members or adherents of the Church.

Eligibility

Any member or adherent of Whitehorse United Church may submit an application.

Funding Allowances

Please refer to the Whitehorse United Church website for current disbursement amounts.

www.whitehorseunited.org

Funding

1. Tuition, transportation, professional fees, accommodation or supplies related to the music activity or project
2. Vocal, instrumental or theoretical training
3. Bringing outside clinician(s) to Whitehorse

Procedures

- 1) Requests for funding must be submitted to the Music Fund Committee via the Whitehorse United Church office.
- 2) Applications can be submitted in writing two times per year. Applications are due by April 30 and October 31. Decisions will be made within four (4) weeks of the submission deadline.
- 3) Funds can be issued in advance of the activity/project.
- 4) A Committee member will advise the applicant of the Committee’s decision.
- 5) Any group or individual who undertakes an activity/project prior to receiving a funding decision from the Music Fund Committee assumes all financial responsibility for the activity should the funding subsequently not be approved.
- 6) An application will be reviewed on its own merits, taking into account such criteria as: 1) overall benefit to the congregation, 2) availability of funds, 3) number of proposals, 4)

financial need of applicant(s), 5) number of people to benefit from the activity/project, 6) application history of the group or individual.

- 7) Should an application be denied, the Music Fund Committee will provide an explanation to support its decision. A decision may not be appealed.

FOLLOW-UP RESPONSIBILITIES OF THE APPLICANT

Applicants receiving funding support must provide a report on the activity within three (3) months of completion of the activity. The report can be written (see form provided) or delivered verbally to the congregation on a Sunday morning

Further requests for funding by the same group or individual may not be considered until the summary report and required expense reports for any previously funded activities have been submitted.

Music Fund Committee Decision

Approved _____ Not Approved _____

Rationale:

Amount Approved: _____ Date: _____ Summary Report Received: _____

Type of Activity/Project: Individual/Family Group

Individual/Group Contact Name: _____

Phone: _____ E-mail: _____

Name of Proposed Activity/Project:

Location: _____ Proposed Date of Activity/Project: _____

Amount of Funding Requested: \$ _____

Budget Breakdown for Activity/Project (COMPLETE IN CANADIAN DOLLARS):

<u>ITEM</u>	<u>AMOUNT</u>
Transportation	\$ _____
(Gas receipts)	\$ _____
Accommodation (____ nights at \$_____/night)	\$ _____
Registration (Please attach copy of completed form)	\$ _____
Professional Fees _____	\$ _____
Other (describe) _____	\$ _____
Other (describe) _____	\$ _____
Total	\$ _____

Other potential sources of funds/partnerships (specify)

Attach copy of agenda, itinerary, schedule, program or other supporting material.

Please provide a detailed description of your activity/project. Attach another sheet if required.

Why have you chosen this particular activity/project? Location? Provider?

Have you done this event (or similar) before? Was funding supplied from the Music Fund? If so, why should funding be approved again?

How do you plan to share what you have gained through participating in this activity? Be specific.

Agreement

I have read the guidelines for receiving Music funds and agree to adhere to them. I am willing to share the results of my activity as requested and complete and return the summary report within 3 months after completion of the activity.

Applicant's Signature: _____

MUSIC TRAINING FUND SUMMARY REPORT
SUBMIT ON COMPLETION OF ACTIVITY/PROJECT

Participant/Group: _____ Activity: _____

How did this activity meet your training goals? Be specific.

Would you recommend this activity to other people? **Why or why not?**

Is there any additional information about the activity that you feel would be important to bring to the Committee's attention?

Are there any additional comments or suggestions that you could provide to the Music Fund Committee to enable us to improve the application process?

Please return your summary report to the Music Fund Committee (via the Whitehorse United Church Office) within 3 months of completion of the activity.