**FINAL CLASS PROJECT – REQUEST FOR FUNDING**

Your final class project will include writing a grant proposal to the Gibson & Brehon Family Foundation. You are requesting support on behalf of your **ASSIGNED** organization. You will complete the attached form for submission through EMAIL. In addition, you will make a presentation to the class requesting support for **your** **CREATED** organization. All class presentations will take place on:

* MONDAY DECEMBER 11, 2017 & WEDNESDAY DECEMBER 13, 2017

You will have 5-8 minutes to present your request for funding.

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**Family Foundation**

Founded in 1996, The Gibson & Brehon Family Foundation’s (GBFF) mission is to support communities in the northeastern United States —communities guided by a core principle that the arts are an integral component in creating healthy environments, strong local economies, and thriving cultures. Each program supported by GBFF is developed with the underlying goal of building a stronger and more dynamic infrastructure for the arts. For over two decades, the Foundation has been governed by all five members of the family and has developed a tradition of innovative service for those in need of help or opportunity.

**FUNDING PROGRAMS**

Applications are accepted once a year. GBFF DOES NOT support fundraising activities or special events. Additional restrictions are below. Projects for this coming round cannot begin any earlier then July 1, 2018 and must be completed by June 30, 2020. All grant funds require a 1:1 match.

**1) Maya Brehon Children in the Arts Fund:**

This Fund provides support to organizations that creatively and actively engage young people in the arts. Grants requests range from $10,000 - $25,000 and will support arts programs and community engagement activities that service children ages 3 – 17. Grant funds cannot be used for the purchase of equipment or supplies.

**2) Matthew Brehon Capacity Building Fund:**

This Fund provides support to organizations for capacity building purposes. This includes hiring of administrative and program support, professional development activities and training for board and staff. This Fund DOES NOT support the purchase of any equipment, computers or office supplies. Grant requests range from $10,000 - $50,000.

**3) Michael Brehon New Works Fund:**

This Fund supports arts organizations with the research, creation and development of new artistic works. A public concert or presentation of the new work is not a requirement for funding support. Grants amounts are fixed at $40,000 annually. Multiyear requests in this category are eligible and cannot exceed $80,000.

**4) Dawn and John Brehon Presenting Fund:**

This Fund supports professional arts organizations that sponsor activities through live and/or touring concert performances and exhibitions. This fund DOES NOT support concerts, recitals or other public presentations by local K-12 public school students. College and university student programs are also not eligible for support. Grants range from $50,000 - $75,000. A three year history of presenting, producing and touring concerts and exhibitions is required. Multiyear requests in this category are eligible and cannot exceed $80,000.

**5) GBFF General Operating Support Fund:**

This Fund supports general operating support over a two (2) year period and grant amounts are fixed at $100,000 per grant cycle.

GIBSON & BREHON FAMILY FOUNDATION • 1483 Gimmemoney Parkway, New Haven, CT, 01483, 203.555.1483

**DIRECTIONS FOR COMPLETING YOUR PROPOSAL**

The attached form is a restricted document. Please type or cut and paste all info from another document into the **GREY** boxes. PLEASE ANSWER ALL QUESTIONS!

**PAGE 1**

**I. Applicant Legal Name:** The name provided here must be the applicant’s legal name as it appears in the current IRS 501(c)(3) status letter or most recent IRS 990 filing.

**II. Applicant federal identification number:** Include the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

**III. Date Organization Incorporated:** Include the date your organization was incorporated as a nonprofit.

**IV. Address, City, State, and Zip:** Include your organization’s main administrative office address.

**V. Phone, Fax:** Include your organization’s daytime office phone and fax numbers.

**VI. Email and Website:** List the email address for the person responsible for managing this grant request and your organization’s website.

**VII. Organization Budget Info:** Include annual unrestricted income and expenses for two consecutive fiscal years. Include the start and end dates for each fiscal year.

**VIII. Project Name**: Provide a brief descriptive title for your proposed project.

**IX. Project Description**: Include a short description of your proposed project. In two or three brief sentences, clearly describe your specific project, not your organization. Begin the first sentence with "[Applicant] requests support for…" and include the name of the project. Follow this with up to two or more sentences that describe the type of project, the target population that will be served, and when and where the project will take place.

Example:

**The Music society requests support for Creative Arts Program, a weekly string instruction program for 200 8th grade students in two middle schools in Monroe, LA. Professional musicians provide master classes and one-on-one instruction, and help academic teachers learn to integrate music into the classroom. The program will run for 12 months and will culminate in a year-end student performance.**

**X. Fund Program Request**: Check which fund you are requesting support from for your proposed project (you can only choose one).

**XI. Request Amount**: Include the amount of funds you are requesting as part of your proposal.

**XII: Project State and End Dates**: Enter the beginning and ending dates for your requested period of support, i.e., the span of time necessary to plan, execute, evaluate, and close out your proposed project. The start date should be the first day of the month, and the end date should be the last day of the month. In this funding cycle, projects cannot begin any earlier than July 1, 2016 and must end by June 30, 2018.

**XIII. Organization Chief Executive, Board Chair and Proposal Contact:** Include the name and title of your organization’s top executive, your Board chair and main contact for this proposal request.

**Page 2**

**I. Name of Project and Request Amount:** Include the name of your project and proposal request amount.

**II. Organization Mission/Purpose Statement**: Briefly summarize the mission and purpose of your organization (not to exceed 150 words).

**III. Organization History:** Include your organization’s history and defining accomplishments (not to exceed 400 words).

**Page 3**

**I. Name of Project, Request Amount and Fund:** Include the name of your project, proposal request amount and Fund you are applying to for support.

**II. Services Provided:** Describe the services your organization provides in carrying out its mission (not to exceed 400 words).

**Page 4**

**I. Name of Project, Request Amount and Fund:** Include the name of your project, proposal request amount and Fund you are applying to for support.

**II. Organization Board of Directors:** Include the names of all governing board members. Include titles for officers.

Example:

Dawn Gibson-Brehon, Chair

John Brehon, Jr., Vice Chair

Matthew Brehon, Treasurer

Maya Brehon, Secretary

Michael Brehon, member

**Pages 5 – 8 (all answers in this section not to exceed four pages)**

**I. Name of Project, Request Amount and Fund:** Include the name of your project, proposal request amount and Fund you are applying to for support.

**II. Major Project Activities:** Describe in detail the activities that will take place during the project period. Include information on the location(s) of the proposed activity, any special resources that will be used, and why this project is important now. Also include how project funds will be used.

**III. Common Goals:** Please outline your organization’s goals for this project. How will you determine success? Why do you believe a grant to your organization would further the mission and priorities of GBFF?

**IV. Target Population:** Describe the intended audience and/or other beneficiaries to whom the project is directed. Indicate the number of people the project will reach and demographic information about the population you plan to service through this request. Describe in detail any underserved groups or areas that will benefit from this project. Have you worked with this target population before? Has the target population been involved in the planning and implementation of the project?

**V. Audience Engagement:** Describe what distinguishes your organization’s work within your local community and your arts industry. Describe ways in which your organization makes programs and services available and affordable to audiences served.

**VI. Evaluation**: What criteria does (or will) your organization use to measure the success of the project or program? Describe your organization’s plan for assessing and evaluating the project, including specific tools and measurements. Who will conduct and manage evaluation of your project?

**VII. Timeline:** Include a quarterly or monthly timeline for your project. Be concise and specific in outlining your work plan.

**VIII. Current Funders**: List four (4) institutional or individual funders and amounts.

**IX. Funding Request**: Clearly articulate what you would do if you didn’t receive your full funding request.

**Page 9 - 11**

**I. Name of Project, Request Amount and Fund:** Include the name of your project, proposal request amount and Fund you are applying to for support.

**II. Organizational Budget:** Complete the form providing detail for the two most recently completed fiscal years.

**III. Project Budget.** Complete the Project Budget form. If applying to the GBFF General Operating Support Fund, a project budget isn’t required. Include budget notes for each line item.

Supplemental Material to include with your proposal:

1. One recent news article.
2. One institutional collateral item.
3. One page institutional staff listing.
4. Bios of key project artistic and administrative personnel (not to exceed two pages).

🗹 APPLICANT CHECKLIST (all hard copies are to be delivered to the program officer on the day of your presentation).

* Cover letter
* Completed GBFF Application Form
* Organization Budget
* Project Budget
* One recent news article
* One institutional collateral item
* Staff listing
* Key Project Personnel Bios

***Submit the completed GBFF Application Form as well as cover letter and supplemental materials online through EMAIL. All materials must be submitted as one (1) pdf document.***