



Application Deadline: Friday, September 15, 2023

Small Grants Program Guidelines

Mission of the BCECM

Established at Memorial University of Newfoundland through a generous benefaction, the Bruneau Centre for Excellence in Choral Music (BCECM) promotes research and community projects that seek to understand, encourage and enhance the powerful impact that choral singing can have on individuals and communities. The resources of the Centre assist in the realization of projects that have the potential to stimulate excellence in community music-making at local levels both across the province of Newfoundland and Labrador and on national and international levels. It is understood that, in accordance with the wishes of Drs. Angus and Jean Bruneau, funds may be disbursed in support of research and scholarship inside and outside the university community. Administrative support for this competition is provided through the School of Music.

What kinds of projects are eligible?

BCECM Small Grants are designed to support smaller community initiatives in Newfoundland and Labrador across a wide range of group singing activities. Priority will be given for projects that most directly relate to group singing and choral music development, such as the one-time purchase of new music or honorarium for a masterclass or workshop with a guest clinician.

How much money can I apply for?

The maximum amount is **\$500.00**. There is no minimum amount. We recognize that in some cases a few hundred dollars can provide valuable support for small purchases or can facilitate productive engagement between choirs. For larger projects, please apply to the Community Project Grant program.

How will the money be given out?

The funds will be dispersed as one lump sum at the beginning of the project. The project funding must be used by **August 31, 2024**.

Who may apply:

Applications should normally be from an organization or group (as opposed to an individual) that supports the creation and performance of choral music. Applications from individuals must be accompanied by a letter of support from a sponsoring organization. A designated Project Leader should complete and sign the application form. If the application is successful, the Project Leader will be responsible for overseeing the project, keeping receipts, and reporting to the BCECM.

Program funding: The BCECM will allocate up to \$3,000 for this fund per annum.

Eligibility of Expenses:

We strongly encourage potential applicants to contact us to discuss your proposal before applying. Small Grants are intended to assist with one-time, small purchases that help to further the activities of choirs, singing groups, and choral organizations. Eligible expenses might include, but are not limited to, the purchase of equipment, sheet music (provide detailed quotes), or a modest honorarium for a clinician (attach confirmation from proposed clinician of their availability as well as details about the honorarium). Please note that salaries for artistic directors and staff of the applying organization, or accompanists, are **not** eligible.

Adjudication Process:

Applications will be adjudicated by a subcommittee of the BCECM Board of Directors. It is anticipated that awards will be announced by October 13, 2023. Preference will be given to start-up initiatives and choirs outside of St. John's who demonstrate financial and resource need, projects that align with the mandate of the BCECM, as well as smaller organizations that do not normally apply for grant funding. In the case of two applications of similar merit, where only one of them can be funded, preference will be given to applicants who demonstrate consideration of [equitable project design](#), as well as those who have not recently received BCECM funds.

Terms and Conditions:

1. Only complete applications that arrive or are postmarked by the deadline will be considered.
2. Funds for successful proposals will be available for a period of one year, at which time unused funds will be returned to a central grant fund. If, due to extenuating circumstances, the award holder is not able to use the funds in the allotted time, they should submit a written request for an extension.
3. Applicants agree to **submit a final report** (available on the BCECM website) and all itemized, original receipts within thirty (30) days of the project's completion. Failure to do so will void the current application and any funds received from BCECM should be returned.

Application Process:

Applications should be completed using the attached application package and submitted to the Bruneau Centre for Excellence in Choral Music to arrive on or before the published deadline.

Applications should be submitted electronically to Lynette Stoyles, Centre Coordinator, BCECM at choralcentre@mun.ca. For material that cannot be submitted electronically, one copy of supporting material should be sent to:

Bruneau Centre for Excellence in Choral Music
School of Music
Memorial University of Newfoundland
St. John's, NL A1C 5S7

If you have not received confirmation of receipt within two business days of the application deadline, please contact Lynette Stoyles (choralcentre@mun.ca)

An application package will consist of:

- Completed application form including budget page
- Supporting Documentation (as appropriate)
 - Quotes for purchases
 - Written confirmation and bio(s) from clinician(s)
 - Bio of individual(s) or organization (as appropriate)
 - Letter of support from sponsoring organization (if you are applying as an individual)

For more information about this grant program, please contact us at choralcentre@mun.ca

Application Form

A) General Information

Name of Applicant: _____

Organization/Affiliation: _____

Position: _____

Mailing Address: _____

_____ Postal Code: _____

Telephone (Office): _____ (Home): _____

(Cell): _____ E-mail address: _____

Number of Vocalists in Organization: _____ Age Range of Vocalists: _____

Which best defines the composition of this group (select one):

Community Group _____ School Group _____ Church/Faith Based Group _____

Other (please specify) _____

Are you a first-time applicant to the Small Grants program? YES NO

Have you ever received a grant from the BCECM? YES NO

B) Brief Description: In the space provided below, please give a brief summary of how you intend to use the Small Grant and explain how it will benefit your choral organization. If you are awarded a grant we may also use this Brief Description in our communications, such as on our website or in our newsletter.

C) Proposed timeline for using the funds: In the space provided below, please describe when the proposed event or purchase will take place.

D) Budget and Summary of Expenses

Please list the budget item(s) and provide details about the cost. For example, if you plan to purchase new music, provide the name of the score and composer and details about the cost. Please ensure that your budget is calculated accurately. Applicants are encouraged to provide as much detail as possible.

Item 1: _____ \$ _____

Provide details:

Item 2: _____ \$ _____

Provide details:

Item 3: _____ \$ _____

Provide details:

Please list any anticipated funding from other sources (if applicable)

Source	Cash or In-Kind?	Amount	Confirmed?

Total funding from other sources \$ _____

Total Expenses \$ _____

**Total request from the BCECM
(Not to exceed \$500)** \$ _____

E) Application Checklist

Please check the appropriate circles on the left indicating the necessary information and/or materials are included with your application.

- Completed application form

- Supporting documentation (as appropriate)
 - Itemized quotes for purchases
 - Written confirmation and bio(s) from clinician(s), including honoraria/fee details
 - Bio of individual(s) or organization
 - Letter of support from sponsoring organization (if you are applying as an individual)

F) Signature

Name of Applicant: _____

Signature of Applicant: _____

Date: _____