



Application Deadline: Friday, October 15, 2021

Community Project Grant 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 community projects are supported?

BCECM community project grants support activities that encourage community development through, and excellence in, choral singing across Newfoundland and Labrador through:

- the sponsorship of programs for professional development for choral leaders, particularly those working with community-based singing groups.
- the provision of resources to individuals and agencies seeking to enhance community development through choral and group singing.
- facilitating the activities of international, national, and provincial choral organizations and federations in the province, Atlantic Canada, and beyond.
- support to commission, publish and disseminate new compositions and arrangements that speak universally through the singing traditions of Newfoundland and Labrador.
- community-based research on choral music in Newfoundland and Labrador.

Please note that the BCECM will normally fund no more than one project per grant cycle that entails stipends to students to augment community or church choirs (“choral scholars”).

How much money can I apply for?

The maximum amount is **\$15,000.00**. There is no minimum amount. We recognize that in some cases a few hundred dollars can provide support for a valuable workshop or can facilitate productive engagement between choirs (please see also the BCECM’s “Small Grants” program). For projects requiring in excess of \$10,000.00, priority will be given to those that demonstrate support from other sources.

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. A designated **Project Leader** should complete and sign the application. If the application is successful, the Project Leader will be responsible for overseeing the project, keeping receipts, and reporting to the BCECM.

Individuals affiliated with an institution or society that supports the creation and performance of music may also apply. Individual applications must be accompanied by a letter of support from the sponsoring organization.

Please note that any applicants affiliated with Memorial University of Newfoundland must apply through the Research Grant competition and adhere to the University's protocols and policies for grant-holders even if their project meets the criteria for a Community Project Grant.

What kinds of expenses are allowed?

Grants are for project funding only: the BCECM does not fund operating costs of organizations. Capital expenditures are not allowed; however, small equipment purchases (not to exceed \$1,500) may be allowed if deemed necessary to the completion of the project. Community Project Grants are not intended to supplement the salaries of organizational leaders, members, or staff. Such salaries are considered part of your organization's operating expenses.

Expenses such as commissioning and artists' fees, travel, accommodation, limited meals/hosting, and technical or administrative assistance directly related to the project are eligible.

Adjudication Process:

Applications are adjudicated by an Awards Panel consisting of members of the artistic community and faculty members from Memorial University. Recommendations are forwarded to the BCECM Board of Directors for their review and approval. Please note that decisions made by the board are final. Award results will be announced by November 30, 2021. 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 \[pdf\]](#), as well as those who have not recently received BCECM funds.

Terms and Conditions:

1. Only complete applications that arrive by the deadline will be considered.
2. Awards up to \$5,000 will be released at the beginning of the project.
3. Awards over \$5,000 will be released in two equal portions. The first portion will be released at the beginning of the project, and the second portion will be released upon receipt and approval by the Board of a mid-term report.
4. Project start date must be after December 1, 2021, and will be completed by November 30, 2022.
5. In order to hold a new BCECM grant, any previous BCECM-funded projects need to be closed.

Reporting Requirements:

1. It is the award holder's responsibility to notify the BCECM Board of any deviations to the original proposal. **Deviations over 10% in a given budget category require prior approval.** Should the scope, budget, or timeline of your original proposal change, please submit a written request to the Board requesting a deviation 2–3 weeks in advance.
2. Reports for projects receiving up to \$5,000 are due within 60 days of the completion of the project.
3. Projects receiving over \$5,000 require a mid-term report and a final report which is due within 60 days of the completion of the project.

4. Original, itemized receipts for all expenditures related to the BCECM grant must be provided along with the report. Receipts will be retained by Memorial University of Newfoundland.

Extensions: Requests for extensions should be sent in writing to the Board (c/o Lynette Stoyles, lstoyles@mun.ca) with detailed reasons and a proposed revised timeline. A one-year extension may be granted at the Board's discretion.

Application Process:

Applications should be completed using the attached application 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, 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:

- o Completed application form
- o Description of Project
- o Summary and fit with BCECM goals
- o Budget, including justification of budget items
- o Written confirmation from guest clinicians and/or composers/arrangers of their agreement to participate in the project, including a timeline for submission of scores and agreement to fee (if applicable).
- o If you are commissioning a work, include name and bio of composer/arranger(s) as well as details of the work (e.g. duration).
- o Bio of organization (as appropriate)
- o Bio of individual (as appropriate)
- o Letter of support from sponsoring organization (if you are applying as an individual)
- o Human Research Ethics Clearances (if applicable)
- o Supporting material such as audio/video or scores (if applicable).

Memorial University protects your privacy and maintains the confidentiality of your personal information. All information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7), and is needed solely for the administration and management of your Bruneau Centre for Excellence in Choral Music research/project application. The information will be used for the purposes of assessment (ie. verifying qualifications and adjudicating applications), program planning and administration and will not be disclosed except as required by law. Questions about this collection and use of personal information may be directed to our Administrative Assistant at 709-864-2058.

Research Ethics

If your project involves collecting data from people for the purposes of research you may be subject to ethics review from the appropriate review body before your funding is released. Please consult us if you have any questions. Creative projects that involve participants (for example, choral concerts, workshops or commissions) do not require ethics review.

Application Form

General Information

Name of Applicant: _____

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) _____

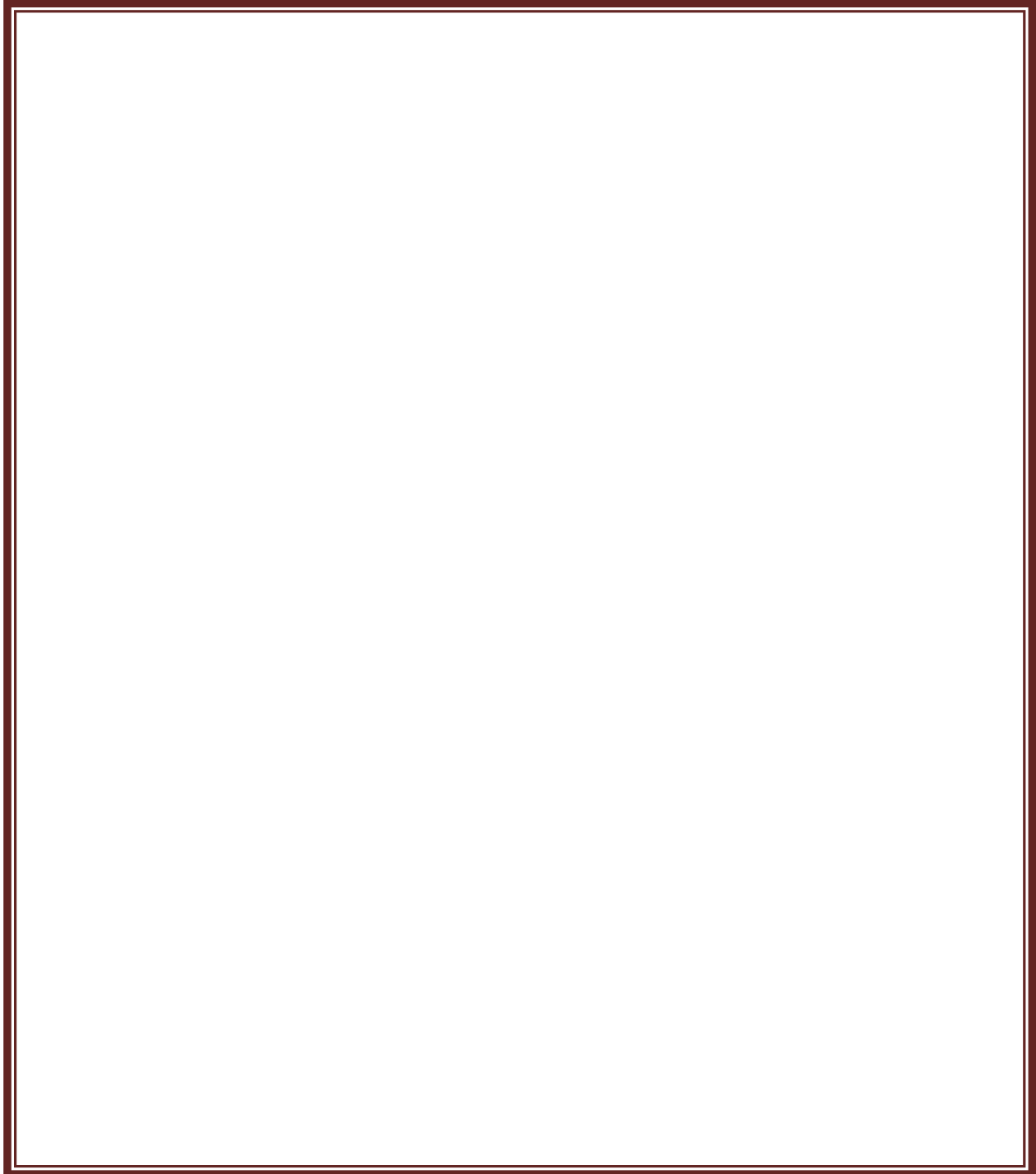
Are you a first-time applicant to the Small Grants program? YES NO

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

Period for which grant is requested (Project must begin after December 1, 2021) :

Title of Project: _____

Brief Description: In the space provided below give a brief summary of the proposed project and explain how it falls within the mission of the BCECM. Please note that this will be reviewed by an Awards Panel of three faculty members and two members of the artistic community. If you are awarded a grant we may also use this Brief Description in our communications – for example on our website or in our newsletter.



Detailed Description:

Please attach a detailed description of your project (maximum of 2 typewritten pages, single-spaced, 12-point font) with the following headings:

- a) Title of Project
- b) Scope and Objectives
- c) Potential to stimulate excellence in community music-making and choral music
- f) Plan for achieving goals
- g) Schedule of Work
- h) Names and affiliations of any partners, including confirmation of participation from collaborators (artists, composers, clinicians, schools, etc.). Please note that written confirmation of availability and interest from proposed guest clinicians, composers/arrangers, etc., should accompany your application.

Budget and Summary of Expenses

Please list amounts requested in each budgetary section below. Budgets should be itemized with correct calculations. Applicants should provide as much detail and breakdown of budgets as possible. For example, provide a quote from an airline website for air travel; for other travel costs state mode(s) of transportation and costs; for hotel accommodation state how many nights and cost per night; for clinician fee state how many hours and type of work; for commissions, a breakdown of how the fee was determined. State the details of other funding sources and whether or not the funding is confirmed. Small equipment purchases (up to \$1,500 in value) may be allowed. Use a separate sheet to provide the specific details if necessary.

Travel \$ _____
Provide details:

Accommodation \$ _____
Provide details:

Meals or hosting \$ _____
Provide details:

Salaries (research, technical or administrative assistance) including rate of pay, # of positions, # of hours. \$ _____
Salary costs associated with your normal artistic director or staff are not covered by this program.
Provide details:

Guest artist fees \$ _____
Provide details:

Materials (includes musical scores) \$ _____
Provide details:

Equipment (must not exceed \$1,500) \$ _____
Provide details:

Other (e.g. space rental fees, commissioning fees, duplication services) \$ _____
Provide details:

APPLICATION CHECKLIST

Each applicant is responsible for ensuring their application is complete. Incomplete and/or late applications may not be forwarded to the Awards Panel.

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

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

- Completed application
- Brief Description
- Detailed Description
- Budget, including justification of budget items
- Bio of organization (as appropriate)
- Bio of individual (as appropriate)
- Written confirmation of availability and interest from proposed clinicians, composers, etc.
- Letter of support from sponsoring organization (if you are applying as an individual)
- Human Ethics Clearances (if applicable)
- Support material (if applicable)