



# Music Event Fund Guidelines

## Music Event Fund Purpose

The Music Event fund supports both community and fundraising events for nonprofit music organizations providing services within the Greater Fort Collins area. Sponsorship consideration is given to single and multi-day events where music is central to the event and not just background ambiance or an add-on to other activities. (If music is not a centerpiece of the event, then the organization should apply through the Community Event Fund.)

## We are looking for events that...

- Have music as the main focus of the event
- Promote the development and performance of diverse music expression
- Provide market rate pay to all musicians and bands
- Book Northern Colorado musicians to perform
- Promote collaborative participation with other organizations and individuals in supporting music events
- Help to create meaningful relationship development and support between the public and the 501(c)(3) nonprofit music and artist community

## Music Event Fund Basic Eligibility

Any 501(c)(3) nonprofit public charity organization, providing music services and programming within the Greater Fort Collins area, is eligible to apply.

## The Music Event Fund Does NOT Support

- Individual artists or bands
- Recording or jam sessions
- Parties or clubs
- Emergency funding
- School trips
- Professional development conferences
- Non 501(c)(3) public charity organizations
- General community related events (see Community Event Fund)

\* To learn what other areas the Bohemian Foundation supports please refer to the Pharos Fund or Community Event fund guidelines.

## Application Information

Requests for event sponsorship are accepted on an ongoing basis but **not less than 90 days** prior to the event date, which allow enough time to accommodate any publicity deadlines (i.e. printing of brochures, flyers, etc.) The Music Event Fund is a competitive process with a limited budget and application submittal does not guarantee funding. Award/decline notification will occur within 30 days of receipt of a completed Music Event Fund application.

1. Submit the Music Event Fund Application Form, including budget information.
2. Attach a brief publicity memo, (less than one-half page please), outlining the projected types and quantities of collateral materials that will be used to publicize the event, such as, "400 posters to be placed 2 weeks prior to the event in store front windows throughout Fort Collins; 1000 printed programs to be distributed to patrons at the event, 2 banners to be hung at the corners of Foothills Parkway and College and Laurel and College, etc."
3. Attach a sponsorship document outlining the benefits of all sponsorship levels offered, such as "\$1,500 Silver Level: banner displayed, mention in newsletter, etc."

To submit your application, go to the [Music Programs > Music Event Fund > Application](#) page on [www.bohemianfoundation.org](http://www.bohemianfoundation.org). Use the provided form, being sure to include *all three attachments*: the application, the publicity memo, and the sponsorship detail sheet. Incomplete submissions will not be considered. Award notification will occur **within 30 days of receipt** of a completed Event Fund Application and outline of sponsorship benefits at all sponsorship levels offered. Please allow enough time to accommodate any publicity deadlines (i.e. brochures, flyers, etc.).

### **Please submit completed Music Event Fund Applications:**

***Electronically:*** Via the upload form on [Music Programs > Music Event Fund > How to Apply at www.bohemianfoundation.org](#).

## Publicity Standards

If a Bohemian Foundation logo is needed for printed collateral, one will be provided to the grantee with a written request to [press@bohemianfoundation.org](mailto:press@bohemianfoundation.org). Organizations are required to obtain Bohemian Foundation staff approval of any proposed publicity including text, signage, and collateral related to Foundation recognition prior to its release. Please allow 10 days for Bohemian Foundation staff to review and approve any proposed publicity. *Please note, no changes to the Foundation logo are allowed without prior written approval.*



# MUSIC EVENT FUND APPLICATION

## Organization Information:

<b>Organization:</b>		
<b>Contact Name:</b>		<b>Contact Title:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>E-mail:</b>	<b>Telephone:</b>	<b>Fax:</b>

## Event Details:

<b>Event Title:</b>		
<b>Event Date:</b> (mm/dd/yyyy)	<b>Sponsor Publicity Deadline:</b> (mm/dd/yyyy)	<b>Amount Requested:</b> (from \$500 to maximum \$5,000)
<b>Location of Event:</b>		<b>Time of Event:</b>
<b>Is this a fundraising event?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If no, please explain:</b>		
<b>Is this a recurring event?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, for how many years?</b>		
<b>Have you, in prior years, received Bohemian support for this event?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, what amount of funding did you receive?</b>		
<b>Expected number of attendees:</b>		<b>If a recurring event, number of attendees in prior year?</b>
<b>What is your organization's mission statement and who are the target audience(s) you primarily serve?</b>		
<b>Briefly describe the event and the key activities that will take place.</b>		

# MUSIC EVENT FUND APPLICATION

## Event Description continued...:

**What audience(s) are you targeting for attendance at this event and why do you believe your marketing activities will reach them?**

**How and why will music be the main focus of the event?**

**From the list of key items Bohemian is looking for in a Music Event Sponsorship, please identify the item(s) you believe your event accomplishes and briefly explain how the item(s) will be accomplished.**

**List the three (3) top reasons why this event is important for your organization.**

**Please describe any unique timing and/or location considerations required for this event?**

**For recurring events, what will be improved or enhanced with sponsorship from the Bohemian Foundation?**

**Briefly describe any other details or important information the Foundation should know?**

**For each band that you are booking, please provide the following information: 1) name of the act 2) where they are from 3) genre of music 4) how many band members are in the group and 5) how long the their set will be, including break time.**

# MUSIC EVENT FUND BUDGET FORM

Income for the event being requested for.	Committed	Pending	Total	For recurring events, list prior year actuals
<b>Total Projected Admissions/Ticket Sales</b>				
Per Ticket Cost for General Admission (GA)				
Projected # of GA Ticket Sales				
Per Ticket Cost for VIP Tickets				
Projected # of VIP Ticket Sales				
Projected # of Complimentary Tickets to be distributed				
<b>Concession Sales</b>				
<b>Advertising Sales</b>				
<b>Sponsorships/Underwriting</b>				
Total Foundation Sponsorship				
1.				
2.				
3.				
Total Corporate Sponsorship				
1.				
2.				
3.				
4.				
5.				
6.				
Total Individual Sponsorship				
1.				
2.				
3.				
4.				
5.				
6.				
<b>Exhibitor Fees</b>				
<b>Silent Auction Proceeds</b>				
<b>Cash Donations (event related)</b>				
<b>Other Income</b>				
<b>In-Kind Contributions*</b> (estimated value)				
<b>General support from agency budget</b>				
<b>Other</b>				
<b>TOTAL INCOME</b>				

<b>Expenses for the event being requested for.</b>	<b>Budgeted</b>	<b>For recurring events, list prior year actual</b>
<b>Musicians - Total</b>		
1. Band payment to _____		
2. Band payment to _____		
3. Band payment to _____		
4. Band payment to _____		
5. Band payment to _____		
6. Band payment to _____		
7. Band payment to _____		
8. Band payment to _____		
9. Band payment to _____		
10. Band payment to _____		
<b>Contract Employees - Total</b>		
Technical Production, including lights/sound		
Catering		
Event Coordination		
Other:		
<b>Food &amp; Beverage</b>		
<b>Advertising</b>		
<b>Facility Rental Fees</b>		
<b>Equipment Rental</b>		
<b>Supplies/Decorations</b>		
<b>Speaker/Entertainment Fees</b>		
<b>Lodging</b>		
<b>Transportation</b>		
<b>Printing &amp; Postage</b>		
<b>Merchandise Expense</b>		
<b>Fee Subsidy/Scholarships</b>		
<b>In-Kind Contributions* (estimated value)</b>		
<b>Silent Auction Minimums to be paid out, etc.</b>		
<b>Other Expenses</b>		
<b>TOTAL EXPENSES</b>		
<b>NET PROFIT</b>		

\*In-kind Contributions expense and income should equal.