

— Appendix J —

ITG Affiliate Chapter Project Grant Application Guidelines

The ITG Board of Directors, on an annual basis, provides funds to support activities of the affiliate chapters of the Guild. Only currently active chapters are eligible (see [Appendix M](#) for chapters currently active). To apply for a grant, utilize the following procedures:

1. Send a written request (email is acceptable) with the following information to the Affiliate Chapter Coordinator:
 - a. Date and location of the project
 - b. Detailed description of the project (goals, guests, target audience and projected numbers, participants, projected daily schedule, etc.
 - c. Expected revenues, and the amount of the grant requested.
2. Requests for grants should be made by November 1.
3. Currently, there are three grants at \$1,000 and six grants at \$500, that are available for each fiscal year – total of \$6,000. Respecting the policy to give as many chapters as possible the opportunity to receive grants, awards generally are not awarded in consecutive years. \$1000 grants can be received every third year, and \$500 grants can be received every other year. (A chapter receiving a \$1000 grant can apply for a \$500 grant the next year.) After November 1, chapters receiving grants during the previous fiscal year may apply for grants not to exceed \$250. Grants will be awarded based on unencumbered funds as of November 1.
 - a. \$1000 grants are awarded to those events of a regional nature, defined as encompassing a large geographical and population area, and usually planned as multi-day events with a large number of attendees. An ITG goal is also that in each year, at least one of these larger grants will be awarded to a non-USA chapter
 - b. \$500 grants have often been awarded to smaller projects involving a university or other chapter events of a less grand scale. Of course, many large-scale events will be awarded the \$500 grant merely because of limited funds.
 - c. In all cases, the goal of the ITG grant is to give an affiliate chapter a financial boost. Often this is early in the history of the chapter, and not intended to be an on-going grant. The ITG does not intend to become a regular contributor to each chapters' annual events. Once established, it is hoped the individual chapter will secure other sources of funding, with only occasional help from the ITG.

After the Affiliate Chapter Coordinator has consulted with the ITG Vice-President and one other appointed member, the awarding (or denial) of the grant will be made. On approval, the grant notification shall be forwarded to the Treasurer. The host shall then notify the treasurer when the check is needed and to whom it should be made out. (After receiving approval for a grant, application may be made by the project host to the ITG Treasurer for a mailing list/labels for ITG members in the project's area for publicity purposes.)

As the event is being planned, the host should invite an ITG officer to participate – presenting a greeting from the ITG while exhorting the troops to join and/or giving a clinic/performing on a recital as a way of representing the ITG. Plans should also be made to include ITG membership as a part of the registration, as is done for the annual ITG Conference. Any ITG memberships secured as a part of this event will be forwarded with the completed application and payment to the ITG Treasurer, immediately after the conclusion of the event.

It is required that the following statement be printed in any advertising and in the program for the grant-approved project: "This event is made possible in part by a grant from the International Trumpet Guild."

Following the event, a written report, preferably with pictures, should be submitted to the ITG Journal News Editor within two weeks of the event. The report will be published in the ITG Journal. It is suggested that news (with pictures) of the event be sent electronically to the ITG Web Site's News Editor (news@trumpetguild.org). Also, a copy of the report should be sent to the ITG Treasurer (for tax and record keeping purposes).

Cynthia Carrell
Harding University
Box 10767
Searcy AR 72149
501-279-4386