



Providing funding and innovative ideas for music education in your community.

Alberta Music Education Foundation CHECKLIST FOR AMEF FUNDING GRANTS

Congratulations on your successful application to AMEF for funding for your project!

To facilitate us in our reporting and applying for funding from government sources, we require all groups that receive funding from AMEF to submit a **Final Financial Accounting Statement within 60 days of completion of their event.**

In exchange for funding, we request that you:

- fill out and sign the AGLC Recipient Agreement (C&SR/GAM 5507 or C&SR/GAM 5627) and return it immediately to AMEF;
- send to AMEF all receipts and/or proof of all disbursements with the granted funds within 60 days of completion of the project;
- include written recognition of **AMEF** and **AFA** on all printed materials related to the event by means of logo and name;
- include verbal recognition of AMEF at all public events related to the grant;
- provide AMEF with 2 copies of all printed materials (posters, programs, tickets, etc) with this final report;
- provide a Final Financial Accounting Statement within 60 days of the completion of the event. (See AMEF Financial Accounting Statement)**

NAME (please print)

POSITION/TITLE

TELEPHONE NUMBER

ORGANIZATION NAME

SIGNATURE

DATE