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Celebrating over 20 Years of Music Education in Alberta

Grant Recipients Package

Congratulations on your successful application to the Alberta Music Education Foundation for funding for your project! We are very pleased to be a part of your program supporting music education in the province of Alberta.

To facilitate us in our reporting and applying for funding from government sources, we require some administrative tasks by groups that receive funding from the Alberta Music Education Foundation. **Please submit this checklist along with your final report.**

Checklist

Upon Notification of Successful Application

When you are informed your application for a grant was successful, please immediately fill out, sign and return the following, which will be emailed to you with the notification:

- The appropriate AGLC Recipient Agreement C&SR/GAM 5507 (Non-AGLC Licensed Organizations) or C&SR/GAM 5627 (AGLC-Licensed Organizations) and return it immediately to the Alberta Music Education Foundation at info@amef.ca.
- The Grant Recipient Agreement, which will be emailed to you with the notice of successful grant application.

During the Implementation of Your Project

As you are putting your project together, we ask that you complete the following tasks in a timely fashion.

- Retain all receipts and/or proof of disbursements supporting grant funds used.
- Add the AMEF and Alberta Foundation for the Arts (AFA) logos to your marketing materials (websites, social media feeds, printed posters and programs). See the attached "Marketing Expectations" document for more details on resources.
- Provide content to AMEF for publication in their own materials to market your project. See the attached "Let Us Help You Spread the Word" document for more details on how to do so.

During Public Presentations

- Include verbal recognition of the Alberta Music Education Foundation at all public events related to the grant.
- Include written recognition of AMEF and AFA on all printed materials related to the event by means of logo and name.

Following Completion of Your Project

Please submit the following items within 60 days of completion of your event to the Alberta Music Education Foundation.

- All receipts and/or proof of disbursements with the granted funds.
- All unused portions of granted funds.
- 2 copies of all printed materials (posters, programs, tickets, etc) with this final report.

(Continued on next page)

- A Final Financial Accounting Statement.** See the attached **AMEF Financial Accounting Statement form**. A fillable version is available on our website.
- A brief narrative about the project.
- This signed Grant Recipients Package - pages 1 and 2

NAME (please print) _____ POSITION/TITLE _____

TELEPHONE NUMBER _____ ORGANIZATION NAME _____

SIGNATURE _____ DATE _____