Completion of this form is required for your funding request to be considered. Please return form to: Jacobs School of Music Alumni Association, 1000 E. 17th Street, Bloomington, IN 47408 – Fax: 812-855-8266

Date of Submission __________________________________________________________

Event/Program Name ________________________________________________________

Date of Event/Program _____________________________________________________

   Time, Location, Length ___________________________________________________

   Project Director/Coordinator _____________________________________________

Name of Applicant __________________________________________________________

Phone __________________________ Email _________________________________

Please summarize the scope of this event/program:

Total Anticipated Attendees/Participants ______________________________________

Total Anticipated Alumni Attendees/Participants _______________________________

How will this event/project benefit the Jacobs School community and/or Alumni Association?

How will the Jacobs School and/or Alumni Association be promoted as part of the event?

Total Event/Program Cost $ _________________________________________________

   Please complete and attach an itemized budget – see sample format, attached.

Funding Amount Requested $ ________________________________________________

Other Funding Sources (Please itemize Sources and Amounts, committed or pending)

If approved, the Jacobs School Alumni Board requests that you provide a brief report of the event/program (including number of participants, goals achieved, final budget, etc.) and any high-quality photography suitable for promotional purposes (Web site, Fanfare, IU Music magazine, etc.)

For Jacobs School/IUAA Use Only

   Approved    Y/N    Date of Review

   Amount Approved    Board Vote Required
Sample Event/Program Budget format

DIRECT COSTS
Line-items could include, for example:
- Rental Fees
- Catering Fees
- Contractual Fees (artists, copyists, etc)
- Marketing (design, printing)
- Postage
- Photocopying
- Travel

REVENUE
Line-items could include, for example:
- Grants and/or Sponsorships
- Ticket Sales

May, 2009