



Grant Application Instructions:

As a not for profit corporation in the State of Illinois with 501 (c)(3) status, the Maggie Bertram Foundation for the Fine Arts (MBF) provides funding to support, through grants and scholarships, Fine Arts Education for children in pre-K through 12th grade.

The MBF invites applications for grants that promote fine arts education to establish or improve fine arts instruction in private and public preK-12 schools. MBF funding supports a wide variety of educational activities related to instructional process, student learning, the purchase of fine arts equipment and/or instructional resources.

Eligibility: The MBF grant program is open to schools and not for profit organizations with the mission of educating children.

Ineligibility: The MBF grant program is not available to businesses, childcare groups or facilities, or outside of the Peoria, IL Tri-County area.

Review process: Grants are reviewed in a rolling fashion, generally following an academic calendar. There is no application deadline for grants, and grants are awarded annually. Every effort is made to ensure the impartiality of the jury relative to the applicants. All grants are awarded without regard to age, gender, race, special needs or national origin of the applicant.

The completed grant application should be emailed as an attachment (preferably as a PDF document) to themaggiebertramfoundation@gmail.com.

Questions about your proposal? Applicants may contact the Foundation by email to answer questions about the application and grant requirements. This guidance is not a guarantee of funding.

The following Information must be included in the grant application:

- Date:
- School/Organization

- Address
- Contact Person
 - Name, email and telephone number
- Title/Description of the Project/Activity: *A short narrative describing the project or educational development proposal is required.*
- Student Audience: *A description of the audience served by the grant is required.*
- Budget Guidelines: *A budget must be included as part of the grant application.*
 - Previous grants have ranged from \$500 to \$1000.00, depending on the proposal and the audience. There is not a limit to the grant request, but there is an expectation of a reasonable proposal.
 - Applicants must provide a breakdown of the major expenses for the program/project.
 - The budget must clearly indicate how MBF funds, if awarded, will be spent for specific portions of the budget if funds are also attained from other sources.
 - Funding for travel, attending or conducting conferences, indirect costs or the production of publications will not be funded.
 - Matching funds: Proposals including plans for matching support will be given favorable consideration; however, matching funds are not a requirement. If matching funds are a part of the proposal, the MBF funds will not be released until there is proof that matching funds have been obtained.
- Project Timelines: *MBF grants are awarded on an annual basis. Each project must have a timeline that provides a sequence of events that are planned to take place during the year that follows receipt of the award.*

Information for Funded Applicants:

Notification: All applicants (both funded and non-funded) will receive notification in writing to the email address provided in the application within 90 days of receipt of the grant proposal.

Release of funds: All funds are released in one total payment. Arrangements for release of funds will be made when grant notification occurs.

Reporting: All grant recipients are asked to submit a short summary report of the project within 60 days of project completion. The summary report should be emailed to themaggiebertramfoundation@gmail.com. Failure to do so may result in refusal to consider additional grant proposals from the same recipient in the future.

Content of the short report should include the activity that took place and the impact of MBF funding on the activity. It is the goal of MBF to share the impact of funding, so any additional information that the recipient feels would help to this end is appreciated.