

The Evelyn W Preston Memorial Trust Fund 2007 Grant Guidelines

The Evelyn W Preston Memorial Trust Fund is a perpetual trust established to fund **FREE PUBLIC BAND AND ORCHESTRAL CONCERTS** in parks and other appropriate locations in the City of Hartford.

APPLICATION

The City of Hartford, in cooperation with the Trustee of the Evelyn W Preston Memorial Trust Fund, will accept applications for grants for the above purpose from organizations or individuals. A typed Original Application and seven copies must accompany each grant request and must be submitted to the Cultural Affairs Office of the Department of Health & Human Services.

- **All applications must be submitted via mail.**
- **Applications may be post marked no later than the deadline of December 15, 2006.**
- **Any applications submitted after the deadline date will be deemed ineligible for funding.**

Mail applications to:

**Andres Chaparro Jr.
Cultural Affairs Office
Department of Health and Human Services
City of Hartford
2 Holcomb St.
Hartford, CT. 06112**

PROGRAM DESCRIPTION

Music presented should fall within the following categories:

Jazz	Latin	Blues
Rhythm & Blues	Afro American	Afro Carribean
Classical/Chamber	Children's Music	World Music
Asian	Folk/Blue Grass	Americana/Roots
Country	Gospel/Spiritual	Native American
Reggae	West Indian	Polka
Big Band/Swing	Dixieland	Hip-Hop
Contemporary	Rock	Funk
Other (define)		

ELIGIBILITY

- **Non profit organizations or individual ensembles/musicians/presenters may apply.**
- Musicians presented may be professional, or amateur.
- Individual applicants must be eighteen years of age.
- **All applicants** must demonstrate competence as presenters through three current letters of recommendation, print/online articles and reviews, as well as previous experience.
- **Solo performances are not eligible for funding.** The Evelyn W Preston Memorial Trust Fund Will stipulates that *“two or more different instruments must be played by a group of musicians.”*

SELECTION OF PRESTON FUND AWARDEES

A six member **Review Committee** has been established to review applications and to make recommendations for final review and approval of the Trustee. **All applicants must be interviewed by individual Committee members prior to award deliberations.**

GUIDELINES

Applicants who have received Preston Fund awards in previous years must have submitted final reports in order to be considered for new Fund awards. Failure to submit a final report will render the applicant ineligible for funding in subsequent years.

Preston funds cannot be used to provide musical entertainment for parades.

Each performing group must include two or more musicians playing two or more different instruments.

All concerts must be free of charge and open to the public.

All concerts must be performed during the months of June, July, August, & September.

Concerts must be held in either City parks or other appropriate locations within the City of Hartford.

No solicitation of financial donations may be made during a Preston funded performance for any reason. Any Preston Recipient who does not comply must forfeit their Preston Grant Award.

No Preston Fund award recipient may arbitrarily decide to pool resources with another Preston Fund award recipient for any reason.

All recipients must acknowledge the Evelyn W Preston Memorial Trust Fund, Bank of America, and the City of Hartford Office of Cultural Affairs in all banners, signage, print and non-print promotional materials, and live/broadcast announcements.

All concerts on City property are subject to City regulations governing such events. All funded applicants using city property **must submit a permit** accompanied with a certificate of insurance to the Risk Management Office (City Hall).

If there are any changes to the concert schedule all funded applicants must give notice of changes in a timely manner to the Risk Management Office and the Office of Cultural Affairs. The Risk Management Office will then circulate the amended event permit to all of the appropriate City Departments for their approval.

Compensation for services, musicians, bands and orchestras should be in accordance with standard rates.

No member of the Evelyn W Preston Memorial Trust Fund Review Committee may have a personal or financial interest in a proposal under consideration. Any such members will recuse themselves from said application's deliberation process.

No officer, official, or city of Hartford employee paid or unpaid are eligible to apply.

AWARDS

All applicants will be notified in writing of the decision concerning their requests 8-10 weeks after the deadline. Failure to comply with the finalization of performance schedules and program content as described in the Award Letter will result in the forfeiture of the award.

APPLICATIONS

Applications may be picked up at the City of Hartford's Department of Human Services, 2 Holcomb Street in either the Cultural Affairs Office or Directors Office; Richard Frieder, Associate Librarian for Community Development and Civic Services, Hartford Public Library, 860-695-6365; the City Hall Information Booth, and online at www.Hartford.Gov . Applications can be electronically received from the Bank of America, Trustee of The Evelyn W Preston Memorial Trust Fund. Contact Brenda Betancourt at brenda.i.betancourt@bankofamerica.com or at (860) 952-7387.