

ROBB TRUST ANNUAL UNDERWRITING CALL FOR PROPOSALS 2023

SCHOLARLY RESEARCH PROJECTS EVENTS PERFORMANCES

SUPPORTING THE STUDY, PROPAGATION, PRODUCTION, AND/OR PERFORMANCE OF THE MUSIC OF JOHN DONALD ROBB AND EMBODYING ROBB'S COMMITMENT TO EDUCATION AND MUSIC OF THE U.S. SOUTHWEST

ABOUT

The UNM John Donald Robb Musical Trust underwrites scholarly research, projects, events, and/or performances that align with the Trust's Mission and Vision. Successful grant proposals will be underwritten for up to \$3,000 to be disbursed in two separate payments, at the discretion of the Robb Trust.

APPLY

- Application deadline: Saturday, July 1, 2023
- Submit completed proposal via email to: unmrobbtrust@unm.edu
- Successful grantees will be notified by: Friday, September 1, 2023

Note: Grants are not renewable. Successful recipients may re-apply for Robb Underwriting for a new project proposal following a one-year hiatus.

PROPOSAL CRITERIA

Proposals may be made by individuals or organizations. Scholarly research, projects, events and/or performances must use materials from the [John Donald Robb Collections](#) housed in the [Center for Southwest Research and Special Collections \(CSWR\)](#) and must accomplish one or more of the following objectives:

1. Support the study, propagation, production, and/or performance of the music of John Donald Robb
2. Embody John Donald Robb's commitment to education and to advance the understanding of music of the U.S. Southwest

Proposals will be evaluated based on how closely the proposed project aligns with the above objectives. Additional evaluation criteria include:

1. Quality and clarity of the project description
2. Overall project plan
3. Quality of budget

4. Evaluation methods
5. Proposed outcome and/or impact

REQUIRED APPLICATION MATERIALS

- All documentation must be typed and single spaced
- Do not include materials other than those requested at this time
- Incomplete applications and late submissions will not be considered
- Provide all application materials below in the order listed, using the headings provided

1. Cover letter – one page max, signed by the applicant/organizational representative, providing the following:

- Date of application
- Legal name of organization/individual to which underwriting would be paid
- Project title and brief project description
- Primary contact person and title
- Address
- Primary phone number
- Website (if applicable)
- E-mail address

2. Project description (max 2000 words) providing the following:

- Project title, goals, objectives, and scope (max 500 words)
- Project activities (max 500 words)
- Timeline: include start and end dates of the entire project and approximate dates of project activities (max 200 words)
- Audience: who will be served by your project? (max 200 words)
- Evaluation methods/tools: how will you measure your success? (max 300 words)
- Expected outcomes and impact (max 300 words)

3. Detailed Project Budget (up to 3,000 USD)

- Provide line-item descriptions and estimates of project income and expenses
- Provide amounts and descriptions of any grants/underwriting already received for the proposed project
- Provide amounts and information about any pending funding/grants

4. Key personnel/staff

- List key personnel and project roles and include a CV or bio detailing their expertise

REQUIRED SUPPLEMENTARY APPLICATION MATERIALS

1. Personal statement or organizational mission statement
2. Current organizational fiscal year operating budget (if applicable)
 - Provide information for the most recent completed fiscal year including balance sheet (audited, if available)
3. Additional financial information
 - IRS EIN (orgs) or SSN (individuals)

- If an organization, are you a 501(c)(3)? If not, do you have a 501(c)(3) fiscal sponsor/agent that can receive underwriting funds?
- 4. Supporting documentation
 - Links to publications, music and video clips/selections, etc.

UNDERWRITING AGREEMENT

Successful underwriting recipients will receive an Underwriting Agreement which requires a *signature indicating willingness to administer the funds as set forth in your proposal*. For underwriting opportunities for non-profits, a signature is required from the Executive Director/Chief Executive Officer or Officer of the Board of the organization. If the recipient is employed by an educational institution, a signature is required from the Chair or Dean of the department and/or college or from the Principal or Superintendent of the school.

REPORTING

At the mid-point of the project, or no later than February 1, 2024 a brief (500-word) progress report will be required prior to the second disbursement of funds. The report should detail progress toward goals and objectives as well as details about expenditures to-date. All recipients are required to submit a final written report about the results of the project, including expenditures of underwriting funds. Underwriting recipients should be able to produce all project receipts if requested.