



AMERICAN THEATRE ORGAN SOCIETY

Feel the Music!

John Ledwon, Chair, ATOS Endowment Fund

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2016 ATOS ENDOWMENT FUND GRANTS

TO: 2016 ATOS Endowment Fund Grant Applicants

FROM: ATOS Endowment Trustees

SUBMISSION DEADLINE: February 1, 2016

The purpose of the ATOS Endowment Fund is to assist ATOS Chapters or other not-for-profit organizations engaged in theatre pipe organ programs or projects which will have a lasting impact on the preservation or presentation of the theatre pipe organ as a historically American instrument and musical art form; projects or programs of particular historical or scholarly merit; and other projects or programs as approved by the ATOS Board of Directors. Since its beginning, the Endowment Fund has paid out over \$170,000 in grants.

Only 90% of the interest earned on the principal of the fund may be used for grants in any one year. Only one application per Chapter, organization or person per year will be considered. Preference will be given to ATOS Chapter-owned organs and sponsored projects. All grant applications involving a theatre pipe organ, or component(s) thereof, will be subject to review by the Chair of the ATOS Technical Committee to determine if the proposed project complies with at least the minimum standards as set forth in the ATOS Guidelines for Conservation and Restoration which can be found on the ATOS web site. This review may require an inspection of the work in progress, organ components, and/or the proposed site where the work is to be done. Following this review, the Chair of the Technical Committee will alert the Endowment Fund Trustees in writing of any possible technical issues with a specific application that could lead to disapproval of the application.

After all applications have been reviewed by the ATOS Endowment Fund Trustees, the Trustees will vote to recommend awarding a specific monetary grant for each of the approved applications. The result of this voting will then be submitted to the ATOS Board of Directors for final approval or disapproval during their Annual Board Meeting, usually in mid-summer.

Applicants will be informed of the results in writing following the Annual Board Meeting. Grants must be used within one year of award date or any remaining funds will be forfeited.

Please note the earlier submission date of February 1, 2016

2015-2016 ATOS ENDOWMENT FUND TRUSTEES

John Ledwon, Chairman

Lee Lanier, Financial Secretary

Bob Maney, Trustee

Peter Crotty, Trustee

Juan Cardona, Trustee



INSTRUCTIONS

In order to consider your grant application properly, the ATOS Endowment Fund Trustees requires certain information. Please provide the following, each item not to exceed one page. Applications are to be sent by email in PDF or Word format by February 1, 2016. Please do not scan documents.

Please include the following information:

- Completed Application Cover Sheet.
- Information about your Chapter (or your organization if this is not a Chapter project). Include ATOS Chapter or membership status, number of voting members. Include a brief history/compilation of the chapter's or organization's activities for the past 5-10 years, a financial statement of the chapter's/organization's current assets and include proposed and scheduled chapter/organization activities or concerts for the upcoming year.
- Names, addresses, telephone numbers and postal and email addresses of your Chapter President, Vice President, Secretary, Treasurer and organ curator/crew chief.
- Information concerning the ownership of the organ receiving the grant.
- A detailed description of the project for which the grant is requested. Include Financial encumbrances (if any), disposition agreements and written rental or usage agreements with outside parties. Summarize prior grants or gifts given specifically to this project. Describe how the project is to be used and how the project will benefit the public and Chapter. Include potential public performance usage estimation for the instrument.
- A breakdown of how the grant will be spent. Include materials, equipment rental and contracted/volunteer labor. Include documentation on who will do the work, be it professionals or volunteers...and their experience dealing with theatre organs. Include other professional services, etc. that will be used. Also provide a projected schedule of project activities (including starting and completion dates). If the grant request is for a portion of a restoration project, please provide a complete budget outline of the complete project. Include the names, addresses, and telephone numbers of individuals and/or companies that will provide services to be paid for by the grant.
- Extensive installation/venue pictures, a detailed time line of the installation from inception to planned completion.
- Proof of CURRENT 501 (c) (3) status. Submit last year's IRS form 990, 990-N or 990-EZ.
- A detailed follow-up report on exactly how the funds were used prior to final payment from ATOS. Include pictures and commentary.
- While not a requirement, grant requests with 2 or more bids will be looked upon favorably.
- Require grantee to grant permission to publish completed grant activities in the TOJ and on website.



INFORMATION

The newly formed Financial Committee will monitor the investment practices for the fund. The ATOS Endowment Fund Resolution and Declaration of Trust states that the responsibility of the trustees is to oversee “the grant requests themselves; the criteria, qualifications and appropriateness of the requests; and how the available grant dollars would be dispersed”. The following 8 parameters (in alphabetical order) will be considered for the rewarding of all grant requests.

- Ability for chapter/venue to self or partial fund the project (Matching funds for ATOS grant).
- Artistic merit...is the proposed project essential to a functional/well “rounded” instrument
- Chapter affiliation
- Completion of Grant “project” (not completed organ necessarily) must occur within one year of grant approval.
- Exposure the organ will get with the general public
- Ownership of organ for IRS purposes
- Previous funding to the chapter/venue/organ by the ATOS Endowment Fund
- Repairs necessary to keep an organ playing
- Technical approval for the project

Grants will not be awarded for re-imbusement of a completed project

Grants must be used within one year of the award date of the grant or any portion remaining will be forfeited.

A Technical Advisory Board will be responsible for approving grant requests. This Technical Advisory Board will be staffed by three organ technicians who may be professional and non-professional...the only prerequisite being that they are recipients of the ATOS Technical Excellence Award, respected by fellow technicians as doing exemplary work...and are not connected in any way with the project they are reviewing will review all grant requests.

All completed work on a pipe organ, as well as all future work, must meet the ATOS Guidelines for Conservation and Restoration and be subject to inspection by the ATOS Technical Committee. (A copy of the guidelines can be obtained from the Technical Director or the ATOS web site.)

Final payment from ATOS will occur after the proper documents dealing with the completion of the project have been submitted.

Please submit your complete Email Application to:

John Ledwon, Chairman
johnledwon@yahoo.com

2016 grant applications must be received by no later than February 1, 2016. A confirmation receipt will be emailed upon receipt. If you do not receive your email receipt by February 10, 2016 contact John Ledwon at johnledwon@yahoo.com.



**AMERICAN THEATRE ORGAN SOCIETY (ATOS)
2016 ENDOWMENT FUND GRANT APPLICATION**

Please note the earlier submission date of February 1, 2016. All submissions will be acknowledged via email; however, it is incumbent on the submitting party to verify materials were received by the Chairperson. If you should have any questions or need further assistance, please contact John Ledwon, Chairman, at johnledwon@yahoo.com or call (702) 767-8772.

Name of Applicant _____

Contact Name _____ Phone _____

Mailing Address _____

City _____ State _____ ZIP _____

Email Contact Name and Email Address _____

Tax ID # _____ Section 501(c)(3): YES _____ NO _____

Project Name _____

Requested Amount \$ _____

Please make sure that all the above 11 bulleted items have been addressed.

Send by February 1, 2016 to:

John Ledwon

johnledwon@yahoo.com