

## REQUESTS FOR 2013 ATOS ENDOWMENT FUND GRANTS

TO: 2013 ATOS Endowment Fund Grant Applicants  
FROM: ATOS Endowment Trustees  
SUBMISSION DEADLINE: April 15, 2013

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 \$145,000 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.

### *2012-2013 ATOS ENDOWMENT FUND TRUSTEES*

Tim Needler, Chairman  
Mike Hutcherson, Financial Secretary  
Bob Maney, Trustee  
Bob Lachin, Trustee  
Bucky Reddish, Trustee

## INSTRUCTIONS

In order to consider your grant application properly, the ATOS Endowment Fund Trustees need certain information. Please provide the following, each item not to exceed one page. Applications are to be sent by email in PDF format by April 15, 2013. If this presents a problem, please contact the Chair of the Endowment Fund Trustees, Tim Needler at (317) 255-8056.

- a. Completed Application Cover Sheet.
- b. Information about your Chapter (or you and/or your organization if this is not a Chapter project). Include ATOS Chapter or membership status, number of voting members, incorporation information as applicable, special federal tax exempt status under Section 501(c)(3) of the Internal Revenue Code, etc. Please list names, addresses, telephone numbers and postal and email addresses of your Chapter President, Vice President, Secretary and Treasurer.
- c. A detailed description of the project for which the grant is requested. Include information regarding ownership (including any components “on loan” to the project and the terms of such loans), financial encumbrances (such as loans or liens), disposition agreements and written rental or lease 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. Any photos should be submitted electronically as JPG images not exceeding 500K each. Please remember, 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.)
- d. A breakdown of how the grant will be spent. Include materials, equipment rental, contracted and other professional services, etc. 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. Grants must be used within one year of the award date or the grant or any portion remaining will be forfeited.
- e. The names, addresses, and telephone numbers of individuals and/or companies that will provide services to be paid for by the grant.
- f. A copy of your IRS “letter of determination” if applicable.

Please submit your complete Email Application to:  
Tim Needler, Chairman  
[tneedler@needlersales.com](mailto:tneedler@needlersales.com)

**2013 grant applications must be received by no later than April 15, 2013. A confirmation receipt will be emailed upon receipt. If you do not receive your email receipt by April 30, 2013, contact Tim Needler at [tneedler@needlersales.com](mailto:tneedler@needlersales.com).**

**AMERICAN THEATRE ORGAN SOCIETY (ATOS)  
2013 ENDOWMENT FUND GRANT APPLICATION**

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 Tim Needler, Chairman, at [tneedler@needlersales.com](mailto:tneedler@needlersales.com) or call (317) 255-8056.

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 \$ \_\_\_\_\_

Enclosed Items (Checked)

Chapter Information Sheet  \_\_\_\_\_

Detailed Description of Project  \_\_\_\_\_

Spending Detail

Vendor Information

IRS Letter of Determination