



# The Guild of Carillonneurs IN NORTH AMERICA

## **EMERGING ARTIST GRANT - Disbursement Request Form**

Submit this disbursement request form by email to [emerging@gcna.org](mailto:emerging@gcna.org)

### **YOUR CURRENT CONTACT INFORMATION** (your disbursement check will be sent here)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**For grant recipients based in Canada only**, please indicate if you have a PayPal account and whether you agree to receive any disbursement by transfer to your PayPal account. If so, **please write “Yes” below, followed by the email address associated with your PayPal account**. Other options (e.g. international wire transfers) are very expensive for the GCNA, so we prefer the PayPal option. Canadian PayPal account holders can withdraw money from their PayPal accounts to their own bank accounts for free: more info [here](#). If you do not wish to use this option, then the Treasurer will get in touch with you to obtain wire transfer information.

PayPal? \_\_\_\_\_

### **INSTRUCTIONS**

The grant administration committee meets 4 times a year (in February, May, August and November) to review disbursement requests and verify expenses as eligible. All disbursement request forms received by January 31 will be reviewed at our February meeting, by April 30 at our May meeting, and so forth.

You do not need to wait until the entire amount has been spent before requesting disbursement, but please keep in mind the administrative burden on our (volunteer) treasurer who has to process the checks, so plan to make no more than 2 or 3 disbursement requests in total over the three-year period of your grant cycle.

To request disbursement of your grant money, you must submit receipts to support the expenses. The receipt must show what was purchased, the date of the transaction and the amount paid. (A credit card transaction slip that only shows the amount paid is not sufficient.)

If you are submitting multiple receipts, please include each as a separate PDF or image file. Use your last name plus a number (1, 2, 3, 4, etc.) for the file name.

**LIST OF RECEIPTS**

The first entry is a sample, which you can delete before you submit the form:

| <i>File name (of the attachment)</i>  | <i>Category Number<br/>(see list below)</i> | <i>Date of purchase</i> | <i>Amount</i>   |
|---|---|-------------------------|-----------------|
| <i>Dzuris1.pdf</i>  | <i>5</i>                                    | <i>1 May 2023</i>       | <i>\$333.33</i> |
| <i>Explanation: Flight from Detroit (my home during the school year) to Philadelphia to begin my recital tour of 8 recitals at [name the 8 carillons] on [list the recital dates], and flight from Washington DC to San Diego (my home during the summer)</i> |   |                         |                 |

| File name (of the attachment) | Category Number<br>(see list below) | Date of purchase | Amount |
|-------------------------------|-------------------------------------|------------------|--------|
|                               |                                     |                  |        |
| Explanation:                  |                                     |                  |        |

| File name (of the attachment) | Category Number<br>(see list below) | Date of purchase | Amount |
|-------------------------------|-------------------------------------|------------------|--------|
|                               |                                     |                  |        |
| Explanation:                  |                                     |                  |        |

| File name (of the attachment) | Category Number<br>(see list below) | Date of purchase | Amount |
|-------------------------------|-------------------------------------|------------------|--------|
|                               |                                     |                  |        |
| Explanation:                  |                                     |                  |        |

| File name (of the attachment) | Category Number<br>(see list below) | Date of purchase | Amount |
|-------------------------------|-------------------------------------|------------------|--------|
|                               |                                     |                  |        |
| Explanation:                  |                                     |                  |        |

Expense Categories:

1. Tuition and/or travel expenses for further carillon study within North America.
2. Congress registration and/or travel expenses within North America to attend a GCNA congress.
3. Purchase of carillon sheet music for use in further carillon study or performance.
4. Travel expenses for short-term residencies or internships at a carillon in North America.
5. (Group B applicants only) Travel expenses to give recitals in North America.
6. (Group B applicants only) Rental or purchase of recording equipment to make demos to secure performance engagements in North America.

7. (Group B applicants only) Rental or purchase of a practice keyboard in order to prepare for recitals in North America.

**ACCOUNTING**

|  |    |
|--|----|
| A: Total grant awarded   | \$ |
| B: Total disbursements requested on this form  | \$ |
| C: Total disbursements requested on prior forms (enter \$0 if this is your first disbursement request) | \$ |
| D: Grant remaining after current disbursement (A - B - C = D)  | \$ |

**FINAL REPORT**

If this is your final request for disbursement, this form must be accompanied by your report addressing how the grant was used, the outcomes, whether it achieved the stated purpose, and any lessons learned.

If your expenses fall into category 6 or 7, you must include an explanation for how the expenditures enabled you to share the carillon art with the public by actually performing carillon recitals, or provide proof of attempts to secure such engagements.

The report may be used, at the GCNA’s discretion, to demonstrate that the grants served the GCNA’s charitable purposes and/or in its publications and in future fundraising materials.

**CERTIFICATION**

By signing below, I certify that all of the information on this form is accurate and complete to the best of my knowledge; and that all the expenses for which I seek disbursement were incurred by me.

\_\_\_\_\_  
Grant Recipient’s Signature (e-signature permitted)

\_\_\_\_\_  
Date