



The Guild of Carillonneurs

IN NORTH AMERICA

FALL 2023 / WINTER 2024 GATHERINGS GRANT APPLICATION

Deadline: submit this application form by email to events@gcna.org by August 15, 2023

APPLICANT INFORMATION

~ complete **either** the left side **or** the right side ~

The applicant is an institution.

The applicant is an individual. (Note: if awarded a grant, disbursement will be provided afterwards upon the submission of receipts.)

Name of applicant (institution):

Name of applicant (individual):

City and province/state:

Email:

Name of host carillonneur:

Phone:

Email:

Mailing address:

Phone:

Carillon where the event will take place:

Mailing address:

City and province/state:

DETAILS ABOUT THE FALL 2023 / WINTER 2024 GATHERING

Date(s) of the gathering:

Date(s) must be between September 15, 2023, and March 31, 2024

Masterclass instructor:

Your event must include at least 90 minutes of a performance-based masterclass conducted at the carillon (not at the practice instrument). The masterclass can be conducted in one or more sessions.

On a separate page, please provide:

1. **Details about the carillon** where the event will take place: number of bells, bellfounder(s), year(s) of installation, most recent year of renovation, most recent date of maintenance visit, and other general information about the state of repair of the carillon.
2. A draft **schedule** of events. Other than the required masterclass, the events are up to you: recitals, open tower times, lectures/presentations, discussions about collaborating on regional projects/events or outreach to less developed or dormant carillon programs in the area, social time, etc. Be creative!
3. Information about the **registration fee**, if any, and what it covers (e.g. meals).
4. A short **biography** (max. 100 words) of the masterclass instructor, highlighting their experience as a carillon teacher and/or masterclass instructor.
5. A **budget** that lists expected revenue (e.g. registration fees, contribution from host institution, grants from local arts councils, etc.) and expenses (e.g. catering, honorariums, staff, etc.).
6. A short description (max. 100 words) of any relevant **experience** that you or your organization may have in organizing a carillon congress or gathering, or similar event.

GRANT REQUEST

The amount requested: \$ _____ (maximum \$1,000)

TERMS AND CONDITIONS

If a grant is awarded to the applicant, the applicant agrees to the following terms and conditions:

- The registration for the gathering must be open to all GCNA members.
- The applicant agrees to offer at least 90 minutes of a performance-based masterclass conducted at the carillon (not on the practice instrument), in one or more sessions.
- The applicant is responsible for all aspects of hosting and organizing the gathering, including the requirement to abide by all public health regulations concerning public gatherings.
- The applicant agrees not to publicize the gathering as an official GCNA event, nor to represent the GCNA as a host or organizer of the gathering.
- The applicant agrees to recognize the GCNA as a financial supporter of the gathering in publicity and registration materials, webpages, program booklets, and similar materials.
- If the applicant is an institution that is a charity, it may request disbursement of the grant as a lump sum from the GCNA Treasurer either (a) up to 14 days before the gathering, or (b) after the

gathering. In all other cases, disbursement may only be requested after the gathering upon the submission of receipts for each expense.

- If the applicant cancels the gathering for a pandemic-related reason, the GCNA will disburse up to \$100 to assist in covering expenses relating to the cancellation.

CERTIFICATION

By signing below:

- I certify that all of the information on this form is accurate and complete to the best of my knowledge;
- If the applicant is an institution, I certify that I am authorized to sign on behalf of the institution, and the institution and I agree, if awarded a grant, to the above terms and conditions; and
- If the applicant is an individual, I agree, if awarded a grant, to the above terms and conditions, and I certify that I have secured permission from the carillon-owning institution to host this gathering at that carillon.

Signature (e-signature permitted)

Date