GUTIERREZ MEMORIAL FUND

Igniting the Arts and Community in Maryland

GMF Legacy Grant Eligibility

- You are an individual artist, artisan, educator or arts organization.
- You are a Maryland resident or Maryland-based organization whose programming serves local communities.
- You may work with a specific demographic; however, your resulting project will ultimately benefit all citizens regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, or physical or mental disability.
- You are NOT a member of the Gutierrez Memorial Fund Board, selection committee, substantial contributor, participating sponsor or any person or entity associated with GMF, including their advertising and promotional agencies, and their immediate family members (defined as parent, spouse, child, siblings and grandparents).

GMF Legacy Grant Application Instructions

1. Email one (1) signed application package **by October 30th** to: Board@GutierrezMemorialFund.com
2. The body of the email should include your cover letter only.
3. The application and proposal narrative must be attached to the email as a separate file in pdf format.
4. The narrative document should use a minimum 11 point font, single-spaced with 1"margins.
5. The narrative section must not exceed four (4) pages.
6. Images or other supporting materials may be attached separately to the email.
7. Multiple images should be sent in a zip file to ensure delivery.
8. A maximum of ten (10) images and/or supporting documents are allowed.
9. For organizations, the Executive Director and/or Board Chair must sign the application.
10. A confirmation email will be sent upon receipt.
11. GMF is not responsible for emails that bounce back or go undelivered.
12. If you have any questions, please contact us at Board@GutierrezMemorialFund.com

BEFORE APPLYING please review the Legacy Grant checklist. If you answer 'no' to any item, please contact us before submitting your application. We value your time and want to ensure your proposal meets our mission.

GMF Legacy Grant Checklist

- Are you are Maryland artist, artisan, educator or arts organization?   □ Yes   □ No
- Does your project serve Maryland communities?   □ Yes   □ No
- Is your request for a distinct and unique project?   □ Yes   □ No
- Can you confirm your request is NOT for an annual operating budget?   □ Yes   □ No
- Does your project build community?   □ Yes   □ No
- Does your project have permanence and/or transform the environment?   □ Yes   □ No
- Can the project be completed between: January 15th – October 15th?   □ Yes   □ No

GMF Legacy Grant General Information

Gutierrez Memorial Fund (GMF) is committed to supporting the arts in Maryland by providing grants to dedicated arts programs, individual artists, artisans and educators whose work focuses on artisan training, community building, and enhancing our physical environment. GMF fosters visionaries with new ideas by funding emerging artists and newly established organizations that may be challenged to find traditional funding and where the GMF will make a significant difference. Raising the quality of life through the arts and transforming the built environment are key components in the work of those we fund.

1. GMF offers an annual 'Legacy Grant' to an arts organization, individual artist, artisan or educator who is a resident of Maryland and whose program or project serves Maryland communities.

2. Dates/Deadlines
   Grant Application Available: August 15th
   Grant Application Deadline: Received by October 30th
   Application Review Period: November - December
   Grant Award Notification: January
   Grant Period: January 15th- October 15th

3. Due to COVID-19 applications will be accepted via email to board@gutierrezmemorialfund.com .
4. If you have not received an email confirmation within one week of submittal, contact us immediately.
5. GMF is not responsible for late or undelivered emails.
6. Formal review will be conducted by the Board and/or review committee in November and December.
7. The Board may request interviews and/or studio site visits as part of the application process.
8. The Board may elect not to award a grant for any reason- or award more than one.
9. There is no typical or established Legacy Grant award amount.
10. The award amount is based on the financial resources of GMF & the applicant's budgetary needs.
11. GMF has awarded Legacy Grants from $5000 to $27,000.
12. GMF may, at their discretion, offer a Merit Award to a finalist if additional funds are available.
13. The Legacy Grant recipient will be selected and formally notified, via email, in January.
14. GMF will generate an agreement to specify the grant terms, requirements and payment schedule.
15. Payments are typically phased in increments based on the project's schedule and progress.
16. The initial disbursement is released no earlier than January 15th.
17. Grant recipient must maintain accurate records and submit reports, both narrative and financial documenting the project. Note: Progress payments are contingent on receipt of required submittals.
18. Grant recipient agrees to acknowledge GMF whenever reference is being given to the funded program.
19. Grant recipient agrees to present their Legacy Grant project on their website and remain a partner with GMF to promote the arts in Maryland.
20. Grant recipient agrees to participate in the Annual John K. Gutierrez Memorial Walk the year they receive their award to bring greater awareness to their work and/or organization.
21. If an in-person event is possible, Recipient will give a brief talk on the project and represent themselves at our 'Artists & Non-Profits' table with photos and other materials to illustrate their work.
22. Grant recipient agrees to participate in a virtual format, if necessary.

GMF Legacy Grant Criteria

The GMF Legacy Grant is a project-based arts grant. Only those proposals requesting funds for a distinct project will be considered. Grants are not intended to cover an organization's operating budget. The Grant Review Committee will evaluate each proposal on how closely it meets GMFs mission and the following considerations:

Community impact/ transformation
GMF's goal is to fund projects that build community and transform the physical environment.
- Does the project serve Maryland – and have a positive impact on the community?
- Does the project reach a broad and diverse audience?
- Is the work easily accessible to the greater community?
- Does the project engage the community?
- Does the project transform the environment?

Permanence
It is GMF's goal to fund projects with permanence.
- Does the project have permanence?
- Does the work have a permanent location, i.e., for murals/public art projects, or result in something tangible, i.e., a published book, film, or recording which is available for sale or accessible to the public (at a retail establishment or online) for an unlimited time.
- Has the location of the project been determined and/or approved?
- Can you provide a letter of support from the property owner?

Educational
It is GMF's goal to fund projects which provide artisan training and build skills.
- Does the project have an educational aspect?
- Does the project build skills or offer artisan training?

Project Timeline
It is GMF's goal that funded projects are completed between January 15th and October 15th.
- Can the project be completed within GMFs ideal timeline?
- Has the applicant provided proper evidence of management / oversight to ensure a well organized & timely project?

Need & Budget Requirements
- Is the applicant an emerging artists or newly established organization?
- Is the applicant challenged to find traditional funding?
- Is the proposal for a new & unique program or project – one that has not been funded before?
- Will current GMF resources support the applicant's entire project budget? Or will the artist/organization need additional sources of funding to fulfill the project?
- Are the costs to execute the project fully detailed, reasonable and appropriate?
- Are other resources available to fund the project?