



GIG FUND GUIDELINES

For events occurring June – August, 2009

WHO WE ARE

The New Orleans Musicians Assistance Foundation is a not-for-profit musician advocacy charity. We sponsor two programs: the New Orleans Musicians Clinic, providing access to critical health and human services, and the NOMAF Gig Fund which supports occupational health and ensures living wage gigs to keep musicians performing.

While health care remains our primary mission, viable employment for musicians is essential to their physical health and mental well being. The Gig Fund provides financial assistance to non-profit organizations so they may include musicians in their events. The funds are not intended to be the sole source of funding for musicians – the monies must be used as a challenge grant to encourage event producers and sponsors to contribute to musician performance fees.

APPLICATION REQUIREMENTS

To be considered for funding, the following documents must be received at least one month prior to the scheduled event. Please submit all documents via regular mail, or hand delivered.

- _____ Original Completed Application
- _____ Copy of IRS-issued Tax ID Status Letter
- _____ W-9 Form (Original signed version filled out in the name of the fiscal agent)
- _____ Proof of Insurance (for the applying organization and/or event venue)
- _____ List of Board of Directors (for the applying organization)
- _____ Budget Overview (for the event)

General Requirements

- NOMAF only considers applications from non-profit organizations with valid Federal Tax ID documentation.
- Applications are accepted up to one month prior to the scheduled event. Incomplete applications, or applications received within 31 days of the event, will not be considered.
- Current members of the New Orleans Musicians' Clinic receive first priority for NOMAF sponsored events. Special consideration may be given to non-clinic members at the discretion of NOMAF.

Musician Payments

- The maximum amount an organization may apply for is \$100 per musician per performance. Since fees vary from band to band, the applying organization is responsible for covering the entire cost of all bands they choose to hire regardless of NOMAF's level of participation.
- The Gig Fund is not intended to be the sole source of funding for musicians. Using NOMAF funding as a challenge grant to other potential sponsors is strongly encouraged. Musicians are professionals and deserve to be paid according to their asking rate, regardless of NOMAF's level of participation.
- Funds must be used for performance fees only. The funds may not be used for operational costs, equipment, staging, sound technicians, rehearsals, band manager fees, signage, etc.

Approved Applications

- If the application is approved, an award letter will be mailed to the Project Contact listed on the application and to the fiscal agent (if applicable).
- If approved for NOMAF Gig Funds, the check will be issued and mailed to the fiscal agent. Checks must be mailed to the mailing address listed on the IRS Tax Exemption letter. If the address on the Tax ID Letter is no longer valid, a letter from the highest ranking member of the organization must accompany the application (on organization stationary) stating that the current address is on file with the IRS.
- The non-profit organization is responsible for providing Musician Receipts, as well as a Follow-Up Report within thirty (30) days following the date of the event. These documents will accompany the award letter. In the event that all funds are not fully disbursed as stated in the application, the remaining funds must be returned.
- After the application is approved, it may take up to one additional month before a check is processed and mailed. If the event takes place prior to receiving pre-approved funds, the organization agrees to pay the musicians on the day of the event.
- The organization agrees to give public recognition to the New Orleans Musicians Assistance Foundation as the partial and/or full sponsor of the live music performance(s). Use of the NOMAF logo may be used with written permission prior to publication of any such recognition.
- If the event is recorded (sound or video), the non-profit organization agrees to provide a copy of the recording to NOMAF for its records, and must obtain a written release from each musician.
- All funds must be utilized no later than the event date listed on the original application. If the event is postponed or cancelled for any reason, you must notify NOMAF in writing within 3 days of the originally scheduled event date.
- The organization agrees to make financial records available in the event that NOMAF fiscal auditors request records confirming the use of funding.
- NOMAF reserves the right to withhold funds at any time pending receipt of required paperwork.



GIG FUND APPLICATION
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ORGANIZATION INFORMATION

Today's Date _____

Organization Name _____

Tax ID Number _____

Is the applying organization a 501(c)(3) not-for-profit organization? _____

Address _____ Suite _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Web Site Address _____

This organization is insured by _____

FISCAL AGENT (if applicable)

Name of Fiscal Agent _____

Authorized by _____ Title _____

Tax ID Number _____

Address _____ Suite _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Web Site Address _____

PROJECT CONTACT

Name_____

Title_____

Address_____Suite_____

City_____State_____Zip_____

Phone_____Email_____

FINANCIAL INFORMATION

Amount your organization is requesting from NOMAF \$_____

Amount your organization is contributing to musician fees \$_____

Project/Event Name_____

Date(s)_____Time_____

Location_____

Total Project Budget \$_____

Other Sponsors/Funding Sources

Is there an admission fee for this event?_____

What percentage of the admission fee is earmarked for the music budget?_____

Goal of Project_____

PROPOSED BANDS/MUSICIANS

Band #1 _____

Band Members 1) _____

2) _____

3) _____

4) _____

5) _____

Band #2 _____

Band Members 1) _____

2) _____

3) _____

4) _____

5) _____

Band #3 _____

Band Members 1) _____

2) _____

3) _____

4) _____

5) _____

1. Please circle the category that best describes this program/event.

Community Concert/Festival

Healthcare

Music Education/School-Based Program

Senior Citizen/Elder Care

Other _____

2. Has this organization ever received funding from NOMAF? Yes No

3. Date of previous application _____ Amount awarded \$ _____

4. How did you learn about the NOMAF Gig Fund?

5. How does your organization normally compensate musicians?

6. If musician fees are not included in the budget, please explain why.

7. If this program/event is to take place annually, what steps are being taken to ensure the program will become self-sustaining?

8. What do you consider to be the measurable outcomes of this event/program?

9. How will NOMAF receive acknowledgement for its sponsorship?

10. Is there a medical component for this event such as blood pressure, mental health, cholesterol or diabetes screening, or a blood drive?

11. Is this a smoke free event?_____

12. Please explain how the event is related to musician healthcare.

13. What percentage of the intended audience are musicians or tradition bearers?

14. Would you like for this event to be listed on our Web site? Yes No
If answered yes, please list a Web site, or public phone number:

Signature_____Date_____

** If you are using a fiscal agent, this must be signed by an officer of that organization.*

Title_____Affiliation_____

HOW TO SUBMIT AN APPLICATION

Applications must be received at least one month prior to the event. Faxed copies are not accepted. For help, email gigs@nomaf.org or call (504) 289-8040.

New Orleans Musicians Assistance Foundation Gig Fund
1525 Louisiana Avenue
New Orleans, LA 70115

The mission of the New Orleans Musicians Assistance Foundation is to keep music alive by sustaining New Orleans musicians and tradition bearers in body, mind and spirit. We do this through providing access to health and social services through the New Orleans Musicians' Clinic, regardless of musicians' ability to pay and by fostering cultural opportunities that advocate for and support this effort.