



## **SYMPOSIUM ENDOWMENT FUND (SEF) GRANT PROGRAM**

### **Information Sheet**

#### **Background**

In 1992, the Alberta Guild of English Handbell Ringers (ALGEHR) hosted a very successful International Symposium, with ringers attending from Korea, Japan, Great Britain, USA, Australia, Chile and Canada. It was a major undertaking begun with very little funding, but which resulted in a surplus thanks to greater than expected ticket sales, frugal planning and successful Post-Symposium tours. In April 1994, the ALGEHR Board wisely arranged for the money to be invested as an endowment in safe, interest-bearing funds, with the interest to be used to further the mission of ALGEHR. Each year, the interest from the Symposium Fund goes towards the ALGEHR's SEF Grant program and the Fred Merrett Award for new compositions.

#### **Purpose**

The purpose of the Symposium Endowment Fund grant program is to provide financial assistance to individuals, bell groups or event organizers for projects that support ALGEHR's mission statement (visit [algehr.org](http://algehr.org)). There are five application categories, all of equal value and weighting:

1. International symposia
2. Provincial workshops or programs
3. Capital purchases e.g. music or equipment
4. Outreach
5. Scholarships

#### **Criteria**

1. Applicants must be members of ALGEHR or the recognized representatives of the Handbell Musicians of Canada
2. Each applicant may receive only one grant per year
3. Each applicant must be prepared to demonstrate fiscal responsibility, justification for funding, and a proposal for general benefit to the ringing community
4. The Board is under no obligation to award each year and reserves the right to award or refrain from awarding, to any or all applicants

#### **Award Details**

1. The annual sum allocated to the SEF award is \$2,000
2. The maximum award for a single application is \$1,000
3. Successful applicants are required to provide a written report to the ALGEHR Board on completion of the project.

## **Application Process**

1. The written applications will include:
  - a. Name of applicant and group, if applicable
  - b. If applying as a group, a list of the names and experience of all group members
  - c. Project description including
    - i. relevance to eligibility requirements and/or ALGEHR mission statement
    - ii. financial information
    - iii. budget or financial statement
    - iv. goals of the project
    - v. expected outcomes
2. The SEF Application Summary Form must accompany the application.
3. Applications must be received by March 31 of the current year.
4. Applications must be submitted by email to the SEF grant chairperson at [sefgrant@algehr.org](mailto:sefgrant@algehr.org)
5. Successful grant recipients will be notified by June 1 of the current year.

## **Selection Process**

1. All applications received by the March 31 deadline will be reviewed by the SEF grant Committee. The committee is chaired by the Award chairperson and includes a minimum of two ALGEHR Board members with no conflict of interest with the applicant.
2. The adjudication process will take into account:
  - a. The benefit to Alberta ringers
    - i. Preference will be given to those projects which seem to be of the most benefit to the ringing community of Alberta.
  - b. The quality of the application
    - i. A proposal that clearly outlines the goal, purpose and how the project will benefit the provincial handbell community, as well as the education and qualifications of the individual or group applying will be an asset.
  - c. Financial need of the applicant(s)
    - i. Demonstration of financial commitment to the project through indications of gathering or seeking funds from other sources, or willingness to contribute some of the funds personally.
    - ii. Inclusion of a thorough reasonable and itemized budget
3. The committee will review the submissions and forward a recommendation to the ALGEHR Board for approval.
4. Successful applicants will be notified by the SEF Award committee.
5. The name of the winner(s) of this Award will be published in the Peal and listed on the ALGEHR website.

