

MUSIC GRANT READINESS CHECKLIST

ARTISTS & CREATORS

Music Grant Readiness Checklist for Artists & Creators is a tool to help you identify gaps in your grant readiness. The checklist contains many specific grant readiness items but is not comprehensive. You can customize the list to align with the funders' grant opportunities. The more things you have prepared, the more you are grant-ready! Questions? Complete an [Artists & Creators Inquiry Form](https://musicgrant.com) at <https://musicgrant.com>.

"Music Grant Inc. is your bridge to grants for music!"

ARTISTS & CREATORS ANALYSIS

- Artist & Creators Biography
- Artist & Creators CV/Resume
- Career Level (i.e., Undiscovered, Developing, Mid-Level, Established, Superstar, Heritage)
- Description of Artistry (e.g., genre, your sound, art, literature, your influence)
- Career Highlights (e.g., festivals, partnerships, collaborations, accolades)
- Media Quotes (e.g., reviewers, venue owners, other musicians describe your sound or last album)
- Compelling Images (Note: Photos can increase your full image)

GENERAL ELIGIBILITY ANALYSIS

- Eligible grant project field(s) of work
- The creation and/or production of new work
- Professional development opportunity
- Artist in residency opportunities
- Travel relevant to your art practice
- Meet the location of the project's geographical area
- Meet the place of residency and citizenship
- Meet project timeline
- Meet underrepresented and underserved group requirements (if applicable)
- Attend an information session (if applicable)

RESEARCH & PLANNING

- Identifies grants that align with the Artists & Creators mission of the project, program, or service
- A strategic approach to applying for a grant
- Up-to-date grant calendar
- Concise understanding of grant needs
- Letters of Support
- Memorandum of Understanding (if partnering with an organization)
- Cost estimates and vendor information (e.g., for equipment purchases)

PROJECT ANALYSIS

- Demonstrated community need for the project, program, or service
- A comprehensive description of the project, program, or service (e.g., project work plan, strategic plan, public impact, SMART goals, outcomes)
- Project Contributors (i.e., names, roles, expertise)
 - Professional, Dedicated community contributors
 - Professional, Dedicated Artists & Creators' contributors
 - Professional, Dedicated team

FINANCIAL ANALYSIS

- Fundraising plan with diversified revenue streams
- List of past, current, and pending funders
- Approved Artists & Creators contributors' music (if applicable)
- Have recent taxes filed with the Internal Revenue Service or the respective country agency responsible for collecting federal taxes and enforcing tax laws
- Robust accounting systems

GRANT WRITING

- Identified Artists & Creators or consultants to manage the grant application process
- Collaborative grant writing systems
- Standard grant section written (i.e., introduction, problem or need statement, objective 'measurable' accomplishments, methodology activities, budget)
- Standard grant application attachments on file

GRANT MANAGEMENT

- Established grant reporting systems
- Artists & Creators, teams, or consultants' capacity to manage grants

ARE YOU MUSIC GRANT READY?

- Yes, schedule your Music Grant consultation
- No, we can help; schedule your Music Grant consultation

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