



## Preservation Grant

### Letter of Inquiry Guidelines

The Preservation Grant Program of the Latin GRAMMY Cultural Foundation® (LGCF) awards grants to organizations and individuals in an effort to further international awareness and appreciation of the significant contributions of Latin music and its makers to the world's culture. We encourage projects from around the world that advance the archiving and preservation heritage of Latin music genres from the following twenty-four countries: Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Portugal, Puerto Rico, Spain, the United States, Uruguay and Venezuela.

- Preservation Grant projects may span a maximum time period of twelve months and cannot overlap with previous awarded projects. Preferred start dates are between **March 2018 – June 2018**; however, start dates outside this time frame can be considered.
- Letter of Inquiry deadline is **November 27<sup>th</sup>, 2017**.
- Letters of Inquiry that are late, incomplete or not within guidelines will not be reviewed.
- If after reviewing the guideline forms you have specific questions, please email [lgcf@grammy.com](mailto:lgcf@grammy.com).

The Latin GRAMMY Cultural Foundation funds:

- Preservation of original, pre-existing media and source material
- Projects of historical, artistic and cultural Latin music significance
- Archiving projects including rescue, organization and access to pre-existing media and materials

The Latin GRAMMY Cultural Foundation does **not** fund:

- The Latin Recording Academy and the Recording Academy™, Chapters, Trustees, Governors, Officers, Staff and related organizations or persons.
- Governors, Officers or Staff or related organizations or persons.
- GRAMMY Museum or its Staff Projects
- Organizations or individuals who discriminate on the basis of race, sex, religion, national origin, disability or age
- Research projects that are not based on Latin music genres
- Regular ongoing business activities of individual/corporate applicant
- Projects promoting advocacy issues or political candidates.
- A single organization or individual awarded for more than three consecutive years
- Proposals for commercial purposes (such as CD reissue or textbook/AV package)
- Purchase or repairs of musical instruments\*
- Maintenance or upgrading of computer systems
- Competitions or any expense associated with competitions

- Work towards academic degree
- Music education or in-residence programs
- Tuition
- Endowments and fundraising
- Buildings and facilities
- Marketing, publicity, design costs
- Projects where copyright status is unknown

**Purchase or repairs of equipment that LGCF covers:** An item is considered equipment by the LGCF if it meets all of the following conditions:

- It has a normal useful life of at least four years
- It is more feasible to repair than to replace, if a part is lost or worn out
- It represents an investment which makes it feasible to maintain inventory
- It does not lose its identity through incorporation into a different or more complex unit
- It retains its original shape and appearance with use
- Costs more than \$500 USD.

Examples of equipment we do **not** fund the purchase of: playback equipment for tape/disc, computers, printers, servers, recording equipment such as analog to digital converters, storage systems such as RAID arrays and shelving.

Examples of equipment that are considered “supplies” and eligible for funding: DVD-R/CD-R, tapes and cases, replacement tape heads/fuses and archival boxes.

Please note: *Equipment guidelines are general and are subject to some project-specific exceptions. Equipment and supplies are reviewed on a case-by-case basis and must be detailed in the budget sheet of the application phase.*

### **Submission Instructions for the Letter of Inquiry (LOI)**

Please submit one completed online Letter of Inquiry with the following information:

- Contact and Project Overview
- Detailed explanation of the project’s budget
- Explain how the award will be invested. If funding from other sources will be required, describe the anticipated other sources of funding.
- Narrative (must not exceed 5,000 characters including spaces)
- Dissemination plan (must to exceed 1,000 characters including spaces)
- Brief biographies of key personnel (must not exceed 5,000 characters including spaces). Please indicate whether or not each person is a full-time employee or an independent contractor

Access and dissemination: Collections that have broad public accessibility (i.e. available at no cost via internet and or/radio or television) will generally be given priority over projects that have limited public access (i.e. solely available on site at no cost or by appointment). Funding requests for project

with no public access leading only to commercial release will rarely be considered, but will be evaluated for the collection's historical significance and/or uniqueness.

**Budget notes:**

- Salary compensation: Funding requests for salary compensation that covers full-time staff at the applicant organization should equal no more than 50% of the total funding requested to the LGCF. Those funds must be used for project specific tasks related to the grant request and not to supplement staff salary. Any intent to provide salary compensation above 50% must be disclosed and explained in the proposal budget. Consultants/archivists hired on the project are not in the same category and may be considered. Overhead costs must be detailed.

**Applicants who are an organization:**

Below are some questions and comments that will help you narrate which budget amount to report on the Letter of Inquiry:

1. What is the organizations audited financial revenue? Please attach the latest audited financial statement.
2. Do you intend to enter into an agreement for another organization to act as the applicant's fiscal agent? What is the name of the fiscal agent?
3. Since overhead and equipment costs should be included as hard costs or limited costs on your overall project budget, which organization covers costs of your overhead, utilities, admin, etc.?
4. If the organization is new and has not been audited, please explain why the organization has not been audited.

Upon notification of the grant, all awarded individuals and organizations will receive via email a W-8BEN tax form if they reside outside the United States or a W-9 tax form if they reside in the United States. All completed tax documents must be returned via email to the LGCF. If the LGCF does not receive the tax document the grant will be rescinded.

**Music Recording Archiving note:** As there is no permanent digital archiving medium, we require that you seek the advice of a sound engineer or technician knowledgeable in current archiving standards and technology. A sustainable plan for the long-term maintenance and playback of your collection should also be defined.

**Evaluation information**

Each LOI is scored based on the following factors:

- Preservation design: Explain timing, schedule and critical path of the project
- Impact in the Latin music community
- Uniqueness
- Appropriateness of budget
- Ability to accomplish the project
- Merit: this category represents one-third of the total score and includes cultural impact, importance and/or uniqueness, and dissemination plan.

If awarded:

- **Acknowledgement of Support:**  
Grantees must formally credit the Latin GRAMMY Cultural Foundation in all published materials, announcements and websites. The LGCF reserves the right to clearly authorize or prohibit/limit the use of trademarks and logos. Logos of the Latin GRAMMY Cultural Foundation<sup>®</sup>, The Latin Recording Academy<sup>®</sup> and the gramophone are registered trademarks of the Recording Academy<sup>™</sup> and are under license.
- **Reporting:**  
All awarded projects must send a progress report every six months and one final report is due to within 60 days of the project completion date. Reporting instructions will be included in the award letter sent to grant recipients.
- The LGCF holds the right to publish grantees projects or excerpts on its website.  
[www.latingrammyculturalfoundation.com](http://www.latingrammyculturalfoundation.com)
- If the grantee does not complete or abandon the project the full awarded amount must be returned to the Latin GRAMMY Cultural Foundation within (90) days.

*Deadline for submitting the Letter of Inquiry is November 27<sup>th</sup>, 2017*

**The LGCF Grant Committee will select the organizations and applicants that will advance with the application process. Applicants and organizations selected will be notified by email.**

If you have any questions after reviewing the guidelines please write to [lgcf@grammy.com](mailto:lgcf@grammy.com)