



## Research Grant

### Letter of Inquiry Guidelines

The Research 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 are interested in historical research, anthropology, documentation of music traditions and Latin American folklore 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.

- Research Grant projects may span a maximum time period of twelve months and cannot overlap with previous awarded projects. Preferred start dates are between **February 2017 – May 2017\***.
- Letter of Inquiry deadline is **November 2<sup>nd</sup>, 2016.\***
- Letters of Inquiry that are late, incomplete or not within guidelines will not be reviewed.
- If after reviewing the guidelines you have specific questions, please email [lgcf@grammy.com](mailto:lgcf@grammy.com).

\*Exceptions with dates may be considered in extraordinary cases.

#### **The LGCF does not fund:**

- The Latin Recording Academy and The Recording Academy Chapters, Trustees, Governors, Officers, Staff and related organizations or persons.
- Projects from GRAMMY Museum and its Staff
- 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 applicants
- Projects promoting advocacy issues or political candidates
- A single organization or individual awarded for more than three consecutive years\*
- Proposals for commercial purposes
- Purchase or repairs of music 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 or design costs

\* Certain exceptions can be made depending on the nature of the project.

### **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 not 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: Research that has a broad public accessibility (i.e. available at no cost via publication and/or conferences) will generally be given priority over projects that have limited public access (i.e. shared solely in limited groups). Funding requests for projects with no public access will rarely be considered but will be evaluated based on impact and importance.

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% of total funding must be disclosed and explained in the proposal budget. Post-doctoral researchers hired for 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.

## Evaluation information

Each LOI is scored based on the following factors:

- Research design: Timeline, schedule and critical path of the project
- Impact in the Latin music community
- Clear articulation of hypothesis
- 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, The Latin Recording Academy and the gramophone are registered trademarks of The Recording Academy 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 awarded projects or excerpts on its website [www.latingrammyculturalfoundation.com](http://www.latingrammyculturalfoundation.com)
- If the grantee does not complete or abandons the project the full awarded amount must be returned to the LGCF within 90 days.

*Deadline for submitting the Letter of Inquiry is November 2<sup>nd</sup>, 2016*

**The LGCF 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)