



ANNUAL REPORT & REQUEST FOR RESOURCES

The Ann Arbor Council for Traditional Music and Dance, a non-profit foundation, is a participatory membership organization which enriches people's lives and sense of community through traditional music, dance, song, and related arts.

Dear AACTMAD Committee Chairs and interested members,

The AACTMAD Board of Directors wishes to:

- Make the process of allocating resources accessible and understandable
- Make it easier for individuals to organize high quality music, dance, and song activities
- Manage AACTMAD's resources effectively

Building on the long-term plan adopted in 2001 and revamped in 2005-06, the organization has identified five goal areas:

- Outreach - providing traditional music, dance, and song opportunities for the larger community
- Programming - developing high quality events
- Teaching - encouraging the development of dancers, musicians, singers and leaders
- Marketing and communications - finding out what people want and telling our story
- Operations - providing stable financial and operational management

It is our intent that this form will make the process of requesting funds and resources and reporting results simple and straightforward to you and consistent for us. In order to ensure that you receive the best support available to you from AACTMAD, **we ask that you fill the form out completely.**

- **AACTMAD's annual budgeting and reporting cycle:**

If you are planning a new or continuing activity for next season (to occur after next September 1), please fill out and return Sections A - D, to: bratlif2@emich.edu **by May 31.**

- **All other requests outside the above annual budgeting cycle:**

If you are planning an activity that will occur before next season (before next September 1), please fill out and return Sections A - D, to: bratlif2@emich.edu **as soon as possible.**

We'd like 30 days notice of requests for funds, but let us know if you believe your situation is an emergency.

Please attach any other information that you think would be helpful. The Board will review your request and will respond to you as quickly as possible. If you have questions or would like help completing the application form, please contact any board member.

We really appreciate your efforts in making high quality traditional music, dance, and song activities available to our community. Your efforts to provide us with this information help us steward our resources effectively, and you may find that this process helps your committee think through its goals and accomplishments (please see the next page for additional help).

Sincerely,

The AACTMAD Board



ANNUAL REPORT & REQUEST FOR RESOURCES

AACTMAD wants you to be successful. The organization has resources beyond funding that may help you accomplish your goals (see Section D – Resources Requested). Please review the AACTMAD website (www.aactmad.org) and feel free to ask any board member for assistance.

The following checklist is intended to assist you in your planning:

- Is your request consistent with AACTMAD's mission?
- Do you have any potential conflicts of interest?
- What value does your activity add to the community?
- Who do you expect to participate in your activity?
- Can you clearly explain your goals and objectives?
- What level of experience does your team have?
- Do you need help from an experienced event organizer?
- How will you measure the success of your project or event?
- How will you evaluate the quality of your project or event?
- What actions do you take to ensure and improve the quality?
- How will you market and publicize your activity?
- Are your plans and budgets complete and realistic? Are all projected revenues and costs included?
- What existing AACTMAD activities can you partner or consult with?
- Are there alternative sources of funding or other shareable resources you should consider? Are there opportunities for partnering outside of AACTMAD?
- How will AACTMAD's support affect your project? Would this activity take place without AACTMAD's support? Would it make sense for AACTMAD to offer financial support conditionally, based on specific contingencies?
- What AACTMAD resources, other than financial, would help you?
- How will you publicly acknowledge your affiliation with AACTMAD and any support it may provide?
- When will you respond back to the Board with your written results/report?



ANNUAL REPORT & REQUEST FOR RESOURCES

A. GENERAL INFORMATION:

1. Date:
2. Committee/Activity Name:
3. Chair(s):
email(s):
4. Treasurer:
email:
5. Please list all your current committee members:
6. What is your committee's mission and how does it relate to AACTMAD's mission or goals?

B. REPORT ON PREVIOUS ACTIVITY OR SEASON: *(skip this section if your activity is new or a one-time event.)*

1. What did you sponsor?
2. Who did you intend to attract to your events/activities and what were the results? What was the approximate attendance for your event or average for your series?
3. How often were the events held, and where? What were the admission prices?
4. Describe your progress in meeting last season's goals:
5. Given this past season's experience, what improvements do you plan to make next season:



ANNUAL REPORT & REQUEST FOR RESOURCES

D. RESOURCES REQUESTED:

1. Non-Financial Resources Request:

Specify the non-financial resources you are requesting from AACTMAD (example: use of sound system, publicity, fundraising assistance, organizing consultation, other - specify)

2. Financial Projections (estimated totals covering entire upcoming season):

Anticipated Revenue (for entire season)	Sources	Totals for Entire Upcoming Season
		Anticipated Event or Activity Income:
	Income from other sources (specify):	
	Season TOTAL Anticipated Revenue =	

Anticipated Expenses (for entire season)	Expense Types	Totals for Entire Upcoming Season
		Facility Rental:
	Musicians:	
	Callers:	
	Refreshments:	
	Advertising:	
	Other Expenses (specify):	
	Season TOTAL Anticipated Expense =	

3. Dollar amount you are requesting from AACTMAD: \$