

MEROLA CAREER GRANTS

Since 1999, the Merola Opera Program has awarded grants to alumni of the Merola Opera Program. Grants are awarded by the Merola Board, based on the recommendations of the Merola Career Grants Committee, chaired by the Chairman of the Merola Board and composed of the Merola Executive Director and President (ex officio, nonvoting) plus an even number of Merola Board members (chosen by the Chairman and President), as well as the San Francisco Opera Center Director and the Director of Musical Studies for artistic input. The purpose of these grants is to assist in furthering the careers of young opera artists. Any expenditure that will further an applicant's opera career will be considered, e.g., voice lessons, language study, (please note that many public libraries offer free 24/7 access to language study tapes from your own computer) coaching, audition and/or competition travel, performance clothing, musical scores, and role preparation. Funds will not be granted for activities which have already been started or completed, and will only be granted for activities occurring before the end of the quarter following the deadline date. Applications for voice, conducting or piano lessons and/or coachings must include the number, cost and name of teacher/coach for each. **The dates and "from/to" destinations must be specified for travel.**

Funds Available/Eligibility

A Merola participant is eligible for grants in the 5 fiscal years following his or her participation in Merola. Up to \$6,000 may be granted to each applicant in Merola's fiscal year (10/1 to 9/30), and each applicant may submit a maximum of four applications, regular and emergency, during that fiscal year. There is a \$12,000 lifetime maximum per participant.

Application Procedure

1. The Merola Career Grants Committee meets quarterly and recommends grants to the Merola Opera Program Executive Committee for approval.
 - a. Before being considered, artists must complete the application, indicate the specific need(s) for which the funds are being requested, the time period during which the grant will be used, and include a proposed budget with specific known costs (in U.S. dollars).
 - b. Application deadlines are **December 1, March 1, June 1 and September 1** for projects that will take place *within four months following the application deadline date*.
 - c. Grant Applications must be **RECEIVED** in the office by the deadline, regardless of the postmark or method of mailing.
 - d. Application forms and rules/guidelines are subject to change. Please be sure you are using the latest version, which is available on www.merola.org.
2. Grants are typically made for one quarter at a time. The Committee may, in its discretion, act outside the quarterly time frame to consider unexpected opportunities, such as immediate travel to an audition or competition, for which the artist could not have planned in advance. The Career Grants Committee may recommend such urgent requests to the Executive Committee for immediate funding. Please see *Emergency Career Grants* on the next page.
3. When requesting funds for voice lessons and/or coachings, list the number of lessons and/or coachings, who the teacher/coach is and the cost of each lesson and/or coaching.
4. **When requesting funds for travel, list the dates of travel.**
5. Merola has a special fund for activities which deal with the study or performance of Richard Strauss. Please indicate on your application if/how this might apply to you.
6. Applications must be submitted, in writing by FAX (415-508-3665), Email (careergrants@merola.org) or USPS, to Merola Opera Program, attn: Career Grants, 601 Van Ness Avenue Suite S, San Francisco, CA 94102.

7. Application forms may be downloaded in a PDF or Word document, from Merola's Website: <http://merola.org/career-grants>.
8. Merola will inform the applicants of the decision approximately one month after the application deadline.
9. In January of every year, a 1099-MISC will be sent to all recipients who have been awarded career grants which exceed the payment threshold for that particular year, currently \$600.
10. If recipients wish, they may send a thank you letter to the Board of Directors.
11. If the funds granted cannot be used toward expenses for which the grant was requested and made, or if there are unused funds, in order to maintain eligibility for future grants, the recipient **must** either return the unused funds **or** get approval from the Career Grants Committee before using the grant for any other expenses.

Auditions

At the option of the San Francisco Opera Center artistic staff, an audition may be required. Should an audition be required, an accompanist will be provided. (Applicants may bring their own accompanists, as long as the Merola Opera Program is notified in advance.)

Requirements

All recipients are required to complete the Merola Career Grant Usage Report (which follows the application form online) within four months after the career grant application date and prior to any subsequent grant requests. This report must include a short written statement, as well as a comparison between the expenses in the budget submitted with the application and the expenses actually incurred. Please include receipts for expenses. **Please note: additional grant requests may not be considered without the submission of a timely Usage Report with receipts confirming that the grant was used for the approved purpose(s).**

Emergency Career Grants

Artists may apply for Emergency Career Grants if they are made aware of important career-building opportunities, but timing makes it impossible to apply and qualify within normal deadlines. If the applicant has received funds from a previous Merola grant within three months of an Emergency Career Grant application, a Usage Report must be submitted regarding the use of those funds up until the date of the Emergency Career Grant request. In addition, **final** Usage Reports must be submitted in a timely fashion for all grants. Applications **must** be accompanied by documentation from an outside source which shows that the requests are, indeed, emergencies. (A good example would be written acceptance during the middle of a quarter from competition or audition representatives requiring that the applicant pay for fees, travel, etc. to the competition or audition before the next Merola career grant cycle.)

For More Information

Please write to Merola Opera Program, attn: Career Grants, 601 Van Ness Avenue Suite S, San Francisco, CA 94102, call (415) 936-2324 or email us at: careergrants@merola.org.

Before Submission, please make sure:

1. **Your request is for activities occurring before the end of the following quarter only, unless it is for an Emergency Career Grant.**
2. **You have submitted usage reports for previous grants.**
3. **You have provided a detailed breakdown of budgeted expenses.**
4. **ADLER FELLOWS: Are you officially released for this project?**

MEROLA CAREER GRANT APPLICATION

*****EMERGENCY CAREER GRANT REQUEST? Yes ___ NO ___**

**PLEASE READ THE ATTACHED INSTRUCTIONS CAREFULLY BEFORE
COMPLETING THIS FORM. PLEASE PRINT NEATLY OR TYPE.**

Professional Name		Voice Type / Coach / Stage Director	
Legal Name			
Permanent Address		City	State Zip
**If grant is awarded, send check to (address):		City	State Zip
Daytime Telephone	Evening Telephone	Website	
Year(s) in which you participated in the Merola Opera Program	Email		
Amount Requested \$			
Please apply for activities to take place within four months following the application deadline date, except in the case of an Emergency Career Grant request			
Purpose of Grant			
(Please continue on a separate sheet of paper if necessary)			
Current Activities, Recent and Future Roles; Include activities and roles since leaving Merola, with dates and locations <i>(Merola reserves the right to publicize this information to members/donors and the Board of Directors)</i>			
(Please continue on a separate sheet of paper if necessary)			

MEROLA CAREER GRANT APPLICATION

BUDGET: Apply for activities to take place **within four months following the application deadline date**, except in the case of an Emergency Career Grant request. Please specify as precise a cost as possible for each item in this proposal, such as travel, coaching, lessons, other.

PROPOSED USE OF FUNDS	COST
1.	
2.	
3.	
4.	
5.	
6.	
7.	

(Please continue on a separate sheet of paper if necessary)

Please list awards and other support available to you for this project

What other sources have you contacted for funds?

How do you envision your career proceeding, and how does this grant application relate to your future?

(Please continue on a separate sheet of paper if necessary)

If you were to receive a grant in an amount less than what you are requesting, would you still be able to complete the proposed project? Explain.

<i>Signature</i>	<i>Date</i>
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Submit to Merola Opera Program, 601 Van Ness Avenue Suite S, San Francisco, CA 94102 or careergrants@merola.org.

MEROLA CAREER GRANT USAGE REPORT

PLEASE COMPLETE THIS FORM WITHIN 4 MONTHS AFTER THE CAREER GRANT APPLICATION DATE AND PRIOR TO ANY SUBSEQUENT GRANT REQUEST. SUBMIT THE COMPLETED FORM TO MEROLA AND ATTACH RECEIPTS FOR YOUR EXPENSES. PLEASE PRINT NEATLY OR TYPE.

Professional Name		Legal Name	
Current Address	City	State	Zip
Permanent Address (If Different)	City	State	Zip
Telephone		Email	
Date of original application:	Due date for Usage Report:	Amount originally requested:	
Amount received:	Actual Expenses:	Amount Owed Merola:	
Please describe how you used the funds from your Merola Career Grant. <u>PLEASE ATTACH RECEIPTS FOR YOUR EXPENSES.</u>			
(Please continue on a separate sheet of paper if necessary)			
Original Application Budget Requested (whether or not received):		Actual Expenses (Please list and attach receipts)	

Submit to Merola Opera Program, 601 Van Ness Avenue Suite S, San Francisco, CA 94102 or mop@merola.org.