

1. A **Cover Sheet** with the following information:
 - a. Name, address, telephone and fax numbers, and web site of your organization;
 - b. Name, title, e-mail address and telephone number of your contact person;
 - c. Brief purpose of your organization;
 - d. Dates of your fiscal year;
 - e. Amount requested; and
 - f. A description of the proposed use of the funds requested, including intended objectives to be achieved.
2. A **project budget** that includes information on how the grant funds would be spent.
3. A copy of your **IRS determination letter**, or an explanation of your tax-exempt status.
4. A **Board of Directors list**, including officers and their affiliations.
5. **Financial reports** of your two most recently completed fiscal years (need not be audited but the most recent should be no older than 12 months). These reports should include:
 - a. A statement of actual revenues and expenses; and
 - b. A balance sheet (also known as statement of financial position).

The grant request should be either e-mailed or mailed to the following:

E-mail: mmessenger@murthalaw.com

Mail: The Kaman Foundation, Inc.
c/o Murtha Cullina LLP
Attention: Mary B. Messenger
280 Trumbull Street, 12th Floor
Hartford, CT 06103

1. A **Cover Sheet** with the following information:

- a. Name, address, telephone and fax numbers, and web site of your organization;
Dripping Springs Visitors Bureau-City of Dripping Springs
509 Mercer Street
Dripping Springs, TX 78620
(p) 512-858-4740 (f)
www.destinationdrippingsprings.com
- b. Name, title, e-mail address and telephone number of your contact person;
Pam King
Destination Dripping Springs Tourism Manager
pking@destinationdrippingsprings.com
512-858-9424
- c. Brief purpose of your organization
Destination Dripping Springs is the city's Tourism Bureau & Visitors Center, encouraging and promoting tourism. Our staff and volunteers serve as community ambassadors and coordinate events including the Dripping Springs Songwriters Festival that connect visitors-guests with all that makes Dripping Springs great.
- d. Dates of your fiscal year:
October 1 – September 30
- e. Amount requested:
\$25,000
- f. A description of the proposed use of the funds requested, including intended objectives to be achieved:

Proposed Use:

- This \$25,000 grant would make the Kaman Foundation the presenting sponsor for the festival, and naming rights as the Headliners Showcase and Mazama Stage Sponsor.
- Songwriters from all over the world are invited to apply and 30-40 will be selected to perform at the 2024 10-year anniversary event. The funds from this grant would allow the festival to continue to provide \$400 - \$600 stipends to our 30 – 40 songwriters. Fortunately, lodging is provided by community members for our out-of-town artists.

- The funds would also be used to defray event costs including sound and lighting, tents, and chairs at our 8 music venues, and would enable us to continue to provide free quality music entertainment from up -and-coming artists to our community and to visitors to Dripping Springs.
- In addition, a portion of the expenses for the Headliners Show, featuring award winning songwriter Radney Foster. This year's Headliners Showcase will be held one week prior to the festival as a way to kick off our 10-year anniversary celebration. In past years the donation of an Ovation guitar enabled us to hold a live auction that netted \$4000-\$6000. Proceeds from the auction enabled the Songwriters Festival to commit to paying for guitar lessons for boys living at the Burke Foundation for Youth residential facility, located just outside of Dripping Springs in Driftwood [Burke Center for Youth](#). We were also able to donate guitars and there are currently 10 boys enrolled in onsite group lessons provided by an experienced instructor. We plan to expand the offerings at the auction to help raise money for future Songwriters Festival activities, perhaps a concert series throughout the year rather than just one weekend.

Intended Objectives:

- To continue to provide free, quality music to our community and visitors.
- To create new initiatives to celebrate the 10-year anniversary of the festival, including the creation of commemorative posters, new branding and expanded festival offerings. Duo/multi artist acts will be allowed to participate in the festival (in the past is was only solo artists). Artists will also be allowed to perform with instruments rather than guitars exclusively.
- To provide songwriters with a monetary stipend and meals while in our community
- To continue to have the Headliners Showcase and live auction which will enable the organization to continue to support local music experiences and education for area nonprofit organizations including the Burke Center for Youth. In addition, we plan to expand the offerings at the auction to help raise money for future Songwriters Festival activities, perhaps a concert series throughout the year rather than just one weekend.

2. A **project budget** that includes information on how the grant funds would be spent. Please see attached

3. A copy of your **IRS determination letter**, or an explanation of your tax-exempt status.
4. A **Board of Directors list**, including officers and their affiliations.
5. **Financial reports** of your two most recently completed fiscal years (need not be audited but the most recent should be no older than 12 months). These reports should include:
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