

**2023  
FORM**

**Performance Fund Account Request & Payment Form**

**PH: 701-426-7979**

#  
OFFICE USE

**Musicians Association *Performance Fund Account* P O Box 88 Mandan, ND 58554**

**PLEASE PRINT**

Member requesting funds: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1<sup>st</sup> Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**USE OF FUNDS**

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time & Length of Program: \_\_\_\_\_ No of Musicians: \_\_\_\_\_

<p><b>Amount of Funds paid by this Facility for this performance: \$ _____ (Minimum \$50.00)</b></p> <p><b>Director of Facility Activity Signature: _____ Date : _____</b></p> <p><b>Phone: _____ Ext: _____</b></p>
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**PERFORMING MEMBER INFORMATION: ALL performing musicians who are requesting funds must sign in box below. First line indicates member receiving facility payment.**

Duo: \$50      Trio: \$100      Quartet: \$150      Quintet: \$200      Greater than Quintet: \$250

SIGNATURE	ADDRESS	CITY	ZIP	PHONE	Performance Fund Request
1					RECEIVED FACILITY PAYMENT
2					\$
3					\$
4					\$
5					\$
6					\$

**Member Requesting Funds: \_\_\_\_\_ Date Mailed: \_\_\_\_\_**

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Office Signature \_\_\_\_\_ Approved: \_\_\_\_\_ Denied \_\_\_\_\_

If denied please state reason: \_\_\_\_\_

Total Payment for this Performance \$ \_\_\_\_\_ Amount paid by Facility \$ \_\_\_\_\_

Amount of Performance Funds Approved \$ \_\_\_\_\_ Payment posted for each member \$ \_\_\_\_\_

## **Guidelines for Performance Fund Account (PFA)**

**Last Amended 12/16/2018**

The Performance Fund Account is approved for duration of one year and then evaluated by the Board and members. If the program is to be continued it must be voted upon for renewal each calendar year by membership. The program shall run concurrent with the Association Fiscal year from January through December.

Funds allocated shall have a limit of \$10,000 for which members must make application. Application forms will be made available through the Musicians Association (MA) office. Any funds left over from the \$10,000 at the end of the year shall be added to the next year's funds.

The funds for this program shall be made available through a portion of the savings the Association currently has available.

### **Performance Guidelines:**

Only Musician Association Members may apply and shall be eligible to receive funds. A funding request form is obtained by contacting the MA Office. For members to participate in the Performance Fund, the facility must provide a minimum "participation fee" of \$50 toward each performance.

The Performance Funds will be paid directly to individual members or submitted to the leader upon his/her request. It will be the leader's duty and responsibility to disburse and share the funds equally and in a timely manner. Members shall be eligible for payment from the fund no more than twice a month.

### **Qualifying performances are as follows:**

Qualifying performances will include nursing homes, penal institutions, care facilities, or benefit programs established for assisting with fund raising for emergencies or disasters. Only the following counties are eligible for funds: Burleigh, Emmons, Grant, Kidder, Logan, Mclean, Morton and Oliver.

These funds CAN NOT be used for personal, private, political, religious, business or family functions. (Note: Funds could be used at churches or other institutions that provide free meals to the public or meet other qualifying guidelines.)

Office or Board discretion may be the determining factor as the validity of funding for any activity not outlined is these guidelines.

### **Payment Guidelines**

Maximum payment per member shall not exceed \$300 during a calendar year. Payment requests may **not exceed \$50** per individual per performance. All Musician Association members shall be eligible but limited to the following payments regarding the Performance Fund: Dues paid in Jan-Feb: 6 jobs Mar-Apr: 5 jobs May-June: 4 jobs July-Aug.: 3 jobs Sept-Oct: 2 jobs Nov-Dec: 1 job

Payment from the Performance Fund shall be as follows:

**Single: \$0 Duo: \$50 Trio: \$100 Quartet: \$150 Quintet: \$200 Greater than Quintet: \$250**

If the facility pays more than \$50, the amount over \$50 will be considered when paying members.

The office shall keep records regarding the individual payments to individual members from the Music Performance Fund as well as the aggregate payments for each calendar year. The aggregate payment shall not exceed the approved amount for the calendar year. (\$8000)

### **Funding**

The amount funded for the program each year shall be reviewed by the Executive Board, and presented to membership for discussion and approval or denial prior to the next calendar year.

### **Discontinuing Payment**

Should or when the allocated funds for the calendar year become depleted, application for funding shall be discontinued due to "the lack of funding".

### **Changes to the Program**

Recommendation to change, add to, or amend this program may be submitted by the Board or by any member(s). Implementation or changes to the program must be voted upon by members no later than the month of October and will take affect for the next calendar year.