



## Levitt 2026 – 2028 Grant Cycle BLOC Music Series Application and Instructions

All applications must be completed online. Our online application system allows you to save your information and resume completing your application at a later time. We encourage you to read the instructions for each question before beginning the application process, as they provide guidance regarding the requested information. For your reference, there is a suggested character count for each narrative question. The character count may be used as a guide to adequately answer each question, though your answers may consist of more or less than the number of characters suggested. **Your answers to questions marked “(PUBLIC)” will be visible on the Levitt website during the public voting period.** For additional information, please read the [FAQs](#) online or send an email to [musicseriesgrants@levitt.org](mailto:musicseriesgrants@levitt.org).

**Applications are due June 30, 2025 at 5:00 PM PDT.**

In addition to completing each application field, please be prepared to upload the following in order for your application to be considered complete. (The maximum file size for each upload is 2 MB.) You will not be able to submit an incomplete application.

- IRS 501(c)(3) determination letter of the primary organization (PDF)
- Permission letter to use public space (PDF)
- Letter of commitment from each partner, if applicable (PDF)
- Three Images of public space for your proposed concert series from different vantage points (high-res jpg or png)
- Image representing your community and proposed concert series (high-res jpg or png)
- Letter(s) of support, up to five (PDF) – Optional, due upon advancing to public voting

## Contact Information

**1. Primary Contact**

*Instructions: Enter the name of the individual who will be the main point of contact throughout the Levitt Music Series Grant application process and grant period, if applicable.*

**2. Primary Contact Title**

*Instructions: Enter the title of the primary contact person.*

**3. Primary Contact Affiliation**

*Instructions: Enter the affiliation of the primary contact person for your Levitt Music Series Grant application—for example: employee of primary organization, community partner, volunteer, board member, etc.*

**4. Primary Contact Email**

*Instructions: Enter the email address of the primary contact person.*

**5. Primary Contact Phone**

*Instructions: Enter the phone number of the primary contact person.*

**6. Secondary Contact**

*Instructions: Enter the name of the individual who will be the secondary point of contact throughout the Levitt Music Series Grant application process and grant period, if applicable.*

**7. Secondary Contact Title**

*Instructions: Enter the title of the secondary contact person.*

**8. Secondary Contact Affiliation**

*Instructions: Enter the affiliation of the secondary contact person for your Levitt Music Series Grant application—for example: employee of primary organization, community partner, volunteer, board member, etc.*

**9. Secondary Contact Email**

*Instructions: Enter the email address of the secondary contact person.*

**10. Secondary Contact Phone**

*Instructions: Enter the phone number of the secondary contact person.*

## Primary Grant Applicant

### 1. Legal Name of Primary Organization

*Instructions: Enter the legal name of the applicant organization. The primary organization must be a nonprofit organization with 501(c)(3) tax-exempt status. This organization will be the primary administrator and producer of your Levitt Music Series should a Levitt grant be awarded.*

### 2. (PUBLIC) Public Name of Primary Organization

*Instructions: Enter the public name of the organization that is typically used for marketing and outreach—for example: an organization's legal name may be "Downtown Partnership of Freemont, Inc." and the organization's public name may be "DP Freemont."*

### 3. Employer Identification Number (EIN)

*Instructions: Enter the primary organization's nine-digit employer identification number as assigned by the Internal Revenue Service.*

### 4. Primary Organization Address

*Instructions: Enter the mailing address of the primary organization.*

### 5. (PUBLIC) Website

*Instructions: Enter the website of the primary organization.*

### 6. (PUBLIC) Mission Statement

*Instructions: Enter the mission statement of the primary organization.  
[500 suggested max characters, incl. spaces]*

### 7. (PUBLIC) Organization Overview

*Instructions: Provide an overview of the primary organization, including your activities, brief history, and connection to your community. Explain your organization's ability to position the free concert series to have great impact in your community. [1,500 suggested max characters, incl. spaces]*

### 8. Organizational Structure and Capacity

*Instructions: Provide information regarding your organizational structure, including size and various roles of your staff, board of directors, and volunteer base. Explain how your organization has the capacity to produce the Levitt Music Series. [1,500 suggested max characters, incl. spaces]*

### 9. Annual Operating Budget

*Instructions: Select the category that reflects the current fiscal year operating budget of the primary organization.*

- Under \$500K
- \$500K – \$1M
- \$1M – \$2M
- \$2M – \$5M
- Over \$5M

**10. How did you hear about the Levitt Music Series Grants? Select all that apply.**

*Instructions: Select all that apply regarding how you learned about the Levitt Music Series Grants.*

- ☐ Levitt Foundation website/social/email
- ☐ There is a Levitt Pavilion, Levitt Shell, or Levitt AMP/VIBE/BLOC site in my region
- ☐ American Public Media
- ☐ Americans for the Arts
- ☐ American Planning Association
- ☐ Center for Music Ecosystems
- ☐ Collective Impact Forum
- ☐ Community Opportunity Alliance
- ☐ Creative Placemaking Communities
- ☐ Folk Alliance International
- ☐ Google
- ☐ Grantmakers in the Arts
- ☐ International Downtown Association
- ☐ LAist
- ☐ Main Street America
- ☐ Make Music Alliance
- ☐ Mississippi Arts Commission
- ☐ Music Cities
- ☐ National Association for Latino Community Asset Builders
- ☐ National Coalition for Asian Pacific American Community Development
- ☐ National League of Cities
- ☐ National Recreation and Parks Association
- ☐ National Independent Venue Association (NIVA)
- ☐ NeighborWorks
- ☐ Placemaking US
- ☐ Public Media Co./VuHaus
- ☐ Project for Public Spaces
- ☐ Southern California Grantmakers
- ☐ Tennessee Department of Economic & Community Development
- ☐ Tennessee Department of Tourist Development
- ☐ Tennessee Entertainment Commission
- ☐ Other, please specify

## Partner Information

Please provide the following information pertaining to your Levitt Music Series partners, if applicable. A partner is integrally involved in producing or promoting your Levitt Music Series and plays an active role in making the concert series a success, beyond providing cash or in-kind support. For example, a partner may coordinate outreach efforts to engage specific audiences, take the lead on booking talent, or help secure sponsorships. If awarded a Levitt grant, you are not required to partner with the same organization(s) and/or individual(s) for all three years. Partners may remain the same or change each year. **Please note: one letter of commitment per partner must be uploaded in the Application Uploads Section.**

**1. Is your organization partnering with another entity to produce your Levitt Music Series?**

*Instructions: Select "No" if your organization will be the only entity involved in producing your Levitt Music Series. Select "Yes" if your organization is partnering with another entity to produce your Levitt Music Series. Please note: sponsors (defined as entities that provide cash support or in-kind contributions only) are not considered partners for purposes of this application. Partners must be not-for-profit entities, such as a municipality, nonprofit organization, school or university, association, etc. A partner may also be an individual who will be integrally involved with the free concert series as an independent contractor or consultant; this does not include staff members of either the primary organization or a partner organization. **Please note: you will have the opportunity to enter information about each partner separately.***

- ☐ Yes
- ☐ No

**1a. Enter the number of Partners**

**2. (PUBLIC) Partner Name**

*Instructions: List the entity or individual (defined as an independent contractor or consultant, not a staff member of either the primary organization or partner organization) that will be integrally involved in producing your Levitt Music Series.*

**3. (PUBLIC) Partner Website**

*Instructions: Enter the website of your partner. If your partner does not have a website, leave blank.*

**4. Which category best describes the partner?**

*Instructions: Select the category which best describes your partner.*

- ☐ Nonprofit
- ☐ Individual
- ☐ Municipality
- ☐ College/University

**4a. Department**

*Instructions: If you selected "Municipality" or "College/University" indicate the specific department or school that will be your partner—for example: Parks & Recreation Department, School of Music, etc. [100 suggested max characters, incl. spaces]*

**5. Tell us about your partner and the role this partner will play in producing your Levitt Music Series.**

*Instructions: Provide a brief description of this partner and information that demonstrates why this organization or individual was selected to be a partner. Explain the specific role this partner will play in producing your Levitt Music Series as well as how this partner will contribute to the overall impact of the free concert series in your community. [1,000 suggested max characters, incl. spaces]*

**6. Would you like to add another partner?**

- ☐ Yes
- ☐ No

## Site Information

Your proposed Levitt BLOC Music Series must consist of a minimum of 4 public spaces and may have a maximum of 10 public spaces across multiple neighborhoods within your town or city. Please provide the following information for each public space where your proposed music series will be held and click **Add Another Public Space** for each additional site.

**1. (PUBLIC) Official Name of Public Space**

*Instructions: Enter the official name of the selected public space where your proposed Levitt Music Series will take place.*

**2. Confirm your Levitt Music Series will take place in an outdoor public space with no fixed seating.** *Instructions: To be eligible for a Levitt grant, your proposed Levitt Music Series must take place in an outdoor public space. The space should be an open lawn-like setting with no fixed seating. An indoor public space is not eligible for this grant opportunity. Private property may be used as the Levitt Music Series site if it is open to the public on a daily basis and only closed for limited nighttime hours. Confirm below that your selected public space meets these criteria. **Please note: if the public space does not meet these criteria, your application will be deemed ineligible.***

- ☐ I confirm the selected public space meets the criteria
- ☐ I do not confirm the selected public space meets the criteria

**3. (PUBLIC) Site Address**

*Instructions: Enter the physical address of the selected public space. If a street number has not been assigned to the public space, enter the nearest cross streets. **Please note: a letter granting permission to use the public space for your proposed Levitt Music Series must be uploaded in the Application Uploads Section.***

**4. Name of Neighborhood**

*Instructions: Provide the name of the neighborhood where your proposed Levitt Music Series will take place.*

**5. Describe the site where the proposed Levitt Music Series will be held. How is this site currently being used, if at all, throughout the year?**

*Instructions: Describe the overall level of activity at the selected public space throughout the year. This includes frequency of use, entities and individuals that use the site, activities and events that take place at the site, etc. [1,500 suggested max characters, incl. spaces]*

**6. Explain the site's location in relation to your overall town or city.**

*Instructions: Indicate the location of the selected public space relative to the major areas and neighborhoods that comprise your town or city—downtown, downtown adjacent, midtown, central city, outskirts, riverfront, beachfront, etc. [500 suggested max characters, incl. spaces]*

**7. Indicate how the site is accessed.**

*Instructions: Indicate how the site is typically accessed—for example: by foot, car, bike, public transportation, etc. [500 suggested max characters, incl. spaces]*

**8. What is the estimated acreage of the public space and anticipated audience size for this site at each Levitt concert?**

*Instructions: Enter the estimated size of the public space and the average number of people, including adults and children, expected to attend each concert (rather than a cumulative estimation of all series concerts) at this site. This number may be based on attendance at previous concerts and/or community events held at the selected public space and/or expected results of your marketing and targeted outreach efforts. [250 max character count]*

**9. Does the site have adequate electrical support?**

*Instructions: The electrical power at the selected public space must support lighting and sound amplification for professional music performances, while ensuring proper safety in all areas, including stage, parking, walkways, and vendor areas, if applicable. Select "Yes" if the public space for your Levitt Music Series has adequate electrical support. Select "No" if the public space does not have adequate electrical support or if you're unsure. If you select "No," please describe the steps you are taking to determine the electrical capacity of the public space and explain how you will ensure there will be adequate electrical support to present the free concert series. It is recommended that you consult with the entity that manages the public space and a sound technician who is familiar with production of outdoor concerts.*

- ☐ Yes
- ☐ No

*If no, please describe [500 suggested max characters, inc. spaces]:*

**10. Does the site have public restrooms?**

*Instructions: Select "Yes" if the selected public space for your Levitt Music Series has access to public restrooms. Restrooms may be on-site or in a nearby building, as long as the facilities are within reasonable walking distance for children and seniors.*

- ☐ Yes
- ☐ No

**10a. Will you be providing portable restroom facilities?**

*Instructions: Select "Yes" if you intend to provide portable restroom facilities at this site. This should be reflected in your budget. Please note: applications that do not indicate access to either permanent or portable restroom facilities within reasonable walking distance for children, seniors, or anyone with limited mobility during the Levitt Music Series will not be considered competitive.*

- ☐ Yes
- ☐ No

**11. Is the site currently ADA compliant?**

*Instructions: Select "Yes" if the selected public space, including walkways and public restrooms, for your Levitt Music Series is accessible to individuals with disabilities in compliance with federal law and regulations. If you are not sure, consult the entity that manages the public space.*

- ☐ Yes
- ☐ No

**11a. Tell us how you will make the site ADA compliant for your Levitt Music Series.**

*Instructions: Explain how you will make this site accessible to individuals with disabilities. For information about ADA requirements and technical assistance, visit <http://www.ada.gov>. Costs associated with making the public space ADA compliant should be reflected in your budget. [1,000 suggested max characters, incl. spaces]*

**12. Has an alternate site been identified in the event of inclement weather?**

*Instructions: It is recommended that an alternate location be secured to prevent canceling a concert due to inclement weather. Select "Yes" if a location has been identified that can accommodate a concert performance and an audience of all ages in the event of rain or threatening weather—for example: school auditorium, church, theater, community center, etc. Select "No" if an alternate location has not been identified. **You may enter the same alternate location for each Site Information form completed.***

- ☐ Yes
- ☐ No

**13. Does a concert series already take place at the selected public space for your Levitt Music Series?**

*Instructions: Select "Yes" if a concert series already takes place at the selected public space for your Levitt Music Series, regardless of the time of year that the concert series takes place. Select "No" if a concert series does not already take place at the public space.*

- ☐ Yes
- ☐ No

**13a. Tell us about the concert series and explain the need for a Levitt Music Series.**

*Instructions: Explain why there is a need for a Levitt grant and how the Levitt Music Series will be different from the concert series already taking place at this site. Provide information about the concert series including: whether it is free or if admission is charged; the entity that produces the series; how often the series occurs; time of year it takes place; day(s) and time(s) it takes place; the music genres typically presented; the range of the music presented; the caliber of artists presented; ; and the audience that the series typically attracts. If more than one free concert series already takes place at the selected public space, provide information about each series. [1,500 suggested max characters, incl. spaces]*

**14. Will the Levitt grant funds be used to support an already existing concert series at the selected public space? Or an existing concert series that has previously taken place at another site?**

*Instructions: Select "Yes" if the Levitt grant funds will be used to support an already existing concert series at the selected public space, or an existing concert series that has previously taken place at another site, should a grant be awarded. Select "No" if the grant funds will not be used to support an already existing concert series.*

- ☐ Yes
- ☐ No



**14a. Tell us about the existing concert series and explain how a Levitt grant will elevate the series.**

*Instructions: Explain how receiving a Levitt grant will elevate the existing series, enhance various aspects of the series, and/or increase overall engagement and impact of the series. Provide information about the existing concert series including: whether it is free or if admission is charged; whether it takes place at the selected public space for the Levitt Music Series or a different site; whether the entity that produces the series is the primary organization or a different entity; how often the series occurs; time of year it takes place; day(s) and time(s) it takes place; the music genres typically presented; the caliber of artists presented; the range of the music presented; and the audience that the series typically attracts. Please note: if you receive a Levitt grant to support an existing concert series, the entire concert series must be called the Levitt Music Series and it must meet all of the Levitt grant eligibility criteria. [1,500 suggested max characters, incl. spaces]*

**15. In addition to any existing concert series previously described in Questions 13 and 14, does a free concert series already take place within a 20-mile radius of the selected public space for your Levitt Music Series?**

*Instructions: Select "Yes" if a free concert series already takes place within a 20-mile radius of the selected public space for your Levitt Music Series, regardless of the time of year that the free concert series takes place. This would be in addition to an existing concert series already taking place at the selected public space as previously described in Questions 13 and 14, if applicable.*

- ☐ Yes
- ☐ No

**15a. Tell us about the free concert series and explain the need for a Levitt Music Series.**

*Instructions: Describe the free concert series including: the entity that produces the series; how often the series occurs; time of year it takes place; day(s) and time(s) it takes place; the music genres typically presented; the caliber of artists presented; the range of the music presented; and the audience that the series typically attracts. Explain why there is a need for the Levitt Music Series in your community and how the Levitt Music Series will be different from the already existing free concert series. If more than one free concert series already takes place within a 20-mile radius of the selected public space, provide information about each series. [1,500 suggested max characters, incl. spaces] **You may enter the same answer for each Site Information form completed.***

## Narrative Questions

**1. (PUBLIC) How will your neighborhood, town and/or city benefit from a Levitt Music Series and how will the series reflect the three main goals of a Levitt Music Series: 1) amplify community pride and the neighborhood, town and/or city's unique character; 2) enrich lives through the power of free, live music; 3) illustrate the importance of vibrant public places?**

*Instructions: Describe why a free concert series will be meaningful to your neighborhood, town and/or city, and your objectives and goals for the Levitt Music Series. Explain the impact that you believe the free concert series will have in your community and how the series will reflect the program goals of inclusivity, community engagement, and accessibility to all. [2,500 suggested max characters, incl. spaces]*

**2. (PUBLIC) Explain how the Levitt Music Series will play a role in enlivening the selected public space and surrounding areas.**

*Instructions: The Levitt program activates underused public spaces, creating welcoming community-wide destinations through the power of free, live music. Provide background information about the selected public space that demonstrates a need for activity at the location, including information about the location history, assets, challenges and aspirations. Explain how activating the public space will impact the immediate neighborhood and surrounding areas. [1,500 suggested max characters, incl. spaces]*

**3. Describe how you will market and publicize the Levitt Music Series to reach a broad cross-section of your community.**

*Instructions: Levitt concerts are intended to create inclusive experiences, where all members of the community are welcome to participate in the joy of free, live music. Considering the overall makeup of your community, provide your plans for promoting and publicizing your Levitt Music Series to attract audiences of all ages, backgrounds, and socioeconomic circumstances, e.g., social media campaigns, print collateral, place-based signage, bilingual flyers/canvassing, community meetings, etc. [1,500 suggested max characters, incl. spaces]*

**3a. In addition to your marketing and publicity efforts to promote your series, describe how the Levitt Music Series will bring together the various communities that comprise your total population, and how you will be intentional in your outreach efforts and partnerships to ensure overall community engagement.**

*Instructions: Levitt concerts are places where social connections are fostered. Considering the overall demographics of your town or city, describe how the Levitt Music Series will draw people from throughout your community. Describe targeted outreach activities and collaborative efforts with your partners and/or other organizations to help ensure engagement across all ages, backgrounds, and socioeconomic circumstances, including those who may not typically participate in the arts or community events. Indicate whether you have already begun to engage with these partners and organizations and what the status of your collaboration has been thus far. [1,500 suggested max characters, incl. spaces]*

**4. Describe how you plan to program your Levitt Music Series so that it is inclusive of your overall community.**

*Instructions: The Levitt Music Series is an opportunity to showcase a diverse range of music genres, appeal to different musical tastes, and introduce community members to new types of music. Describe how your programming philosophy will be inclusive, family-friendly, representative of a wide range of music genres, and reflective of your community. Examples of certain artists and genres are encouraged, though a complete artist roster is not required at this time. [1,500 suggested max characters, incl. spaces]*

**5. Tell us about your experience and each of your partner's experience, if applicable, in presenting concerts and/or community events.**

*Instructions: Provide information about your organization's experience and your partner's experience, if applicable, in presenting concerts and/or producing community events, such as festivals, farmers markets, parades, etc. Provide examples which best demonstrate your ability to successfully produce the Levitt Music Series, including booking professional talent, coordinating the talent's technical requirements, producing each concert, coordinating on-site logistics, ensuring a welcoming atmosphere, marketing, outreach and engaging the community at large. Describe how your organization's experience and your partner's experience, if applicable, position you to produce your free concert series according to*

*Levitt programming guidelines, which include presenting a wide array of music genres performed by professional acts, appropriate for all ages. [1,500 suggested max characters, incl. spaces]*

**6. Have you identified sources for the stage, sound and lighting, and a professional production crew? Describe.**

*Instructions: A successful Levitt Music Series requires an appropriate stage area and a professional production crew, adept at providing technical support for a variety of music genres. Provide information that demonstrates you have access to a stage or performance area, sound and lighting equipment, and an experienced sound and production crew to produce a free outdoor concert series of professional standards. It is not required to use a stage if the selected public space has a clearly defined performance area. [1,500 suggested max characters, incl. spaces]*

## Number of Concerts & Proposed Dates

**1. How many concerts will your Levitt Music Series consist of?**

*Instructions: Your Levitt Music Series may consist of a minimum of 7 to 10 free concerts each year of the grant period. The total grant amount is determined by the number of concerts in the series, which breaks down to \$4,000 per concert per year. Select the number of concerts you plan to have during the first year of the three-year grant period. You may choose to adjust the number of concerts and grant amount during the subsequent years of the grant.*

- 7 concerts for a grant amount of \$28,000 for Year 1
- 8 concerts for a grant amount of \$32,000 for Year 1
- 9 concerts for a grant amount of \$36,000 for Year 1
- 10 concerts for a grant amount of \$40,000 for Year 1

**2. What is the proposed timeframe (list months, day(s) of the week, and time(s) of day) for your Levitt Music Series?**

*For the first year of the grant period, your Levitt Music Series may take place between April 1, 2026 – October 31, 2026 and you may choose from the following concert frequencies. The timeframe is contingent upon the number of concerts selected.*

- One concert per week, presented over a period of 7 to 12 consecutive weeks, with an option to skip a week; or
- One concert per week over a minimum of 4 consecutive weeks, and the remaining concerts scheduled over consecutive weeks during another season of the year; or
- Two concerts per month for a minimum of 7 concerts, presented for a minimum of 4 consecutive months

*Instructions: Enter the proposed schedule for your Levitt Music Series. It is recommended that the concert series take place on the same day and time each week. If varying days and times are preferred, please explain why this would work best for your community. You may choose to adjust the timeframe and concert frequency during the subsequent years of the grant. [500 suggested max characters, incl. spaces]*

## Proposed Music Series Budget

The Levitt Music Series Grant is a matching grant opportunity of \$28,000 - \$40,000 per year, for three years (2026, 2027, and 2028). The grant amount is determined by the number of concerts in the series; \$4,000 per concert. Total matching funds, in both cash and in-kind combined, must be equal to or greater than the total grant amount each year. At least 50% of matching funds must be in cash.

Total matching funds may exceed the amount requested for your Levitt Music Series Grant, though all funds raised from grants, sponsorships, and donations must be used towards your Levitt Music Series and reflected in your annual Music Series Budget accordingly. On-site earned income—including vendor fees, food and beverage sales, and on-site audience donations at the concerts—is not required to be used towards your Levitt Music Series but must be reported in the annual Series Finance Report.

**Please complete the budget form for year one of the grant. You may choose to adjust the number of concerts and grant amount during subsequent years of the grant. Budgets are submitted annually.**



## Levitt Music Series Budget Form

Levitt Music Series Grants are a matching grant opportunity of \$28,000 - \$40,000 per year, for three years (2026, 2027, 2028). The grant amount is determined by the number of concerts in the series; \$4,000 per concert. Total matching funds, in both cash and in-kind combined, must be equal to or greater than the total grant amount each year. At least 50% of matching funds must be in cash.

Total matching funds may exceed the amount requested for your Levitt Music Series Grant, though all funds raised from grants, sponsorships and donations must be used towards your Levitt Music Series and reflected in your budget accordingly. On-site earned income—including vendor fees, food and beverage sales, and on-site audience donations at the concerts—is not required to be used towards your Levitt Music Series but must be reported in the Series Finance Report.

**Please mark the number of concerts you plan to have during the first year of the three-year grant period and complete the budget form for year one of the grant. You may choose to adjust the number of concerts and grant amount during the second and third years of the grant. Budgets are submitted annually.**

### Number of Concerts in 2026

- ☐ 7 concerts for a grant amount of \$28,000 for Year 1
- ☐ 8 concerts for a grant amount of \$32,000 for Year 1
- ☐ 9 concerts for a grant amount of \$36,000 for Year 1
- ☐ 10 concerts for a grant amount of \$40,000 for Year 1

**I. INCOME**

Based on your selection above, the amount of your 2026 Levitt Music Series Grant request has been pre-filled below. The total amount for the remaining income line items will correspond with the total amounts entered in Section II and Section III. **Total Income = Levitt Music Series Grant Request + Cash Match + In-kind Match.**

2026 Levitt Music Series Grant Request	
Cash Match	
In-kind Match	
<b>TOTAL INCOME</b>	

**II. MATCHING FUNDS, CASH**

Cash refers to cash donations, sponsorships, and grants expected to be received in support of your Levitt Music Series. List each source of cash match funds, along with the dollar amount anticipated to be received from that source.

For each cash source listed below, indicate the level of commitment: **Secured** means that the funds have been confirmed; **Pending** means that the source is considering your cash request, but funds have not yet been confirmed; **Unknown** means that a potential source for cash funds has been identified, but not yet approached. Amounts entered in each line item below will be rounded to the nearest dollar.

Source	Amount	Level of Commitment
Total Cash Match		

### III. MATCHING FUNDS, IN-KIND

In-kind contributions are contributions of goods or services, other than cash, expected to be received in support of your Levitt Music Series. In-kind contributions may be goods such as equipment, food and beverages for artists and volunteers, portable restrooms, etc.; professional services that are donated free of charge or provided at a reduced rate that incorporate specific skills such as marketing, security, photography, etc.; or payments made directly by other entities for services used for your Levitt Music Series such as ASCAP/BMI/SESAC fees, utilities, internet, etc.

List each source and item for in-kind contributions, along with the dollar value of the contribution anticipated to be received from that source. For each in-kind source listed below, indicate the level of commitment: **Secured** means that the contribution has been confirmed; **Pending** means that the source is considering your in-kind contribution request, but the contribution has not yet been confirmed; **Unknown** means that a potential source for an in-kind contribution has been identified, but not yet approached. Amounts entered in each line item below will be rounded to the nearest dollar.

Source	Item	Amount	Level of Commitment
Total In-Kind Match			

## IV. EXPENSES

The following expense categories are meant as a guide, based on typical expenses associated with producing an outdoor music series. With the exception of required\* budget line items, every expense line item may not apply to every applicant budget. Please review expense category descriptions for further information.

**(\*) Indicates a required budget line item, which can be paid with cash or received as in-kind.**

**Personnel, non-production\*:** costs associated with individuals paid to coordinate, promote and administer your Levitt Music Series, not including production crew.

**Personnel, production\*:** costs associated with individuals paid specifically to work on the technical production of the concerts, including sound and lighting technicians, stagehands, etc.

**Talent fees\*:** costs associated with contracting artists to perform during your Levitt Music Series. All artists must be paid for their performances.

**Equipment rentals:** rental costs including staging; sound equipment; lighting equipment; generators; tables, chairs, and tents for booths; etc.

**Hospitality\*:** costs associated with providing food, water and other beverages for your performers and volunteers.

**Custodial services:** costs associated with ensuring that your Levitt Music Series site is clean before and after concerts, including both audience and performance areas, as well as public restrooms.

**Security:** costs associated with hiring security to ensure a safe environment for all Levitt Music Series participants including artists, staff, audiences, and volunteers. Areas to be monitored include, but are not limited to, performance and backstage areas, public audience area, public restrooms, and adjacent parking areas.

**Portable restrooms:** costs associated with renting portable restrooms if permanent public restrooms are not available on-site; the number of public restrooms on-site will not accommodate your expected audience size; or public restrooms are not located close enough to be easily accessed by children, seniors, or anyone with limited mobility.

**ADA compliance:** costs associated with modifying your Levitt Music Series site in order to be compliant with the Americans with Disabilities Act. For guidance, consult with the entity that manages the public space and/or visit <http://www.ada.gov/>.

**ASCAP/BMI/SESAC fees\*:** costs associated with performance rights fees. As a musician-friendly organization, the Levitt Foundation is committed to ensuring that all artists receive their due royalties.

**Site:** costs associated with usage of the public space for your Levitt Music Series, such as costs to rent the space or permit fees.

**Photography:** costs associated with hiring a professional photographer to capture audience and performance shots during your Levitt Music Series.

**Insurance:** coverage for your Levitt Music Series may include general liability, special events, etc. Consult with the entity that manages the public space for guidance and specific insurance requirements.

**Administrative\*:** general costs associated with coordinating your Levitt Music Series that are not directly related to a specific expense category, including office supplies, photocopies, printing, internet, telephone, postage, etc.

**Advertising/Marketing\*:** costs associated with the promotion of your Levitt Music Series including print pieces, radio and television spots, online, etc.

**Other:** all other costs not categorized above. Include a description of each Other expense line item you list below.



For each budget line item, enter the amount to be paid in cash, whether from matching funds or your Levitt Music Series Grant request, and enter the amount to be covered by any in-kind contributions. The amount in the total column for each budget line item will auto-sum based on the amounts entered in the cash and in-kind columns. Amounts entered in each line item below will be rounded to the nearest dollar.

**Total amount for each expense line item = cash + in-kind.**

Category	Total (\$)	Cash (\$)	In-kind (\$)
Personnel, non-production*			
Personnel, production*			
Talent fees*			
Equipment rentals			
Hospitality*			
Custodial services			
Security			
Portable restrooms			
ADA compliance			
ASCAP/BMI/SESAC fees*			
Site			
Photography			
Insurance			
Administrative*			
Advertising/Marketing*			
Other:			
Other:			
<b>TOTAL EXPENSES</b>			

**Total Income in Section I should match Total Expenses in Section IV.**

**If the amounts do not match, please explain the discrepancy in Budget Comments below.**

## V. BUDGET COMMENTS

Use the space below if you would like to share additional information about your Levitt Music Series budget.

## Application Uploads

To complete your application, you must upload the following documents.

### 1. IRS 501(c)(3) Determination Letter (REQUIRED)

*Instructions: Upload a PDF of the primary organization's IRS determination letter indicating that the organization has been recognized as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.*

### 2. Permission to use each public space for three (3) years from managing authority (REQUIRED)

*Instructions: Upload a single-page PDF letter for each site granting permission to use each selected public space for your proposed Levitt Music Series for the three-year grant period (2026, 2027, 2028). Each letter must be from the entity that owns and/or manages the space, which will likely be the City, the County, the State, or an entity contracted to manage the space. Each letter must be on that entity's letterhead signed by someone with the authority to grant permission for use of that public space.*

### 3. Letter(s) of commitment from partner(s) (IF APPLICABLE)

*Instructions: Upload a single-page PDF letter from each partner that states their commitment to being a partner for your proposed Levitt Music Series and details the role they will play in producing the free concert series. The letter must be on the partner organization's letterhead (not applicable to partners who are individuals) and signed by someone with the authority to make such a commitment on behalf of that organization or by the partnering individual. One letter of commitment per partner is required. Please note: support letters are optional and can be submitted separately upon advancing to public voting.*

### 4. Image of each public space (REQUIRED)

*Instructions: Upload a single image for each site that shows the current state of the selected public space where your proposed Levitt Music Series will take place. Each image must be square, at least 500 x 500 pixels (800 x 800 pixels maximum), and in JPEG or PNG format. Please note: maximum file size for each image is 2MB.*

### 5. (PUBLIC) Image that best reflects your community and proposed Levitt Music Series (REQUIRED)

*Instructions: Upload an image that represents your community and your proposed Levitt Music Series. This image will represent your proposed Levitt Music Series on the Levitt website during the public voting period, if selected to advance to the voting phase. The image must be square, at least 500 x 500 pixels (800 x 800 pixels maximum), and in JPEG or PNG format. Text on image should be limited to the name of the city or music series.*

## Application Review & Submission

For your review, your application answers and uploads will be visible online prior to submission. If you would like to edit an answer or delete an upload, you will need to return to the corresponding Section of the online application to make and save your changes.

### Confirm Your Application\*

*Instructions: In order for your application to be considered complete, you must check the following box.*

☐ By clicking this box, I hereby submit my grant application agreeable to the terms and official rules of the Levitt Music Series Grants. I certify that I have the authority to submit this application on behalf of the primary organization and that the primary organization and partner(s) (if applicable) listed in this application are also agreeable to the terms and official rules of the Levitt Music Series Grants. I further certify that the information provided in this application is true and correct to the best of my knowledge.\*