

## MLAG Cohen/Grappel Recording Agreement

The Mountain Laurel Autoharp Gathering ("MLAG") and \_\_\_\_\_ (hereinafter "Grantee") understand and agree to the following process by which Grantee is to be reimbursed for up to \$7,500.00 of out-of-pocket expenses incurred by Grantee to produce a CD recording of the work of Grantee.

1. All recording arrangements are to be made and costs paid by Grantee, prior to requesting reimbursement from MLAG.
2. The CD recording is to be completed no later than *one month* prior to the next Mountain Laurel Autoharp Gathering ("Gathering") immediately following when notice was given to Grantee of the award having been made.
3. Grantee may sell copies of his/her CD at the next Gathering after the award has been made, to those attending the Gathering.
4. At least once each month, Grantee shall report to the Grant Committee Chair ("Chair") on the progress which has been made toward completion of the CD. These reports shall include milestones reached, such as: (a) selecting which songs to include; (b) obtaining copyright licenses as needed; (c) contracting with a recording studio; (d) completion of recording and mixing; (e) completing the "master" recording; (f) selecting and completing graphics for the CD cover; and (g) obtaining the desired number of copies of the CD for sale and distribution.
5. Grantee may submit Requests For Payment (hereinafter "RFP") to the Chair at such times as desired by Grantee. Each RFP must include a description of goods or services provided and copies of receipts for payments made — as noted on the Voucher Request For Payment form.

\_\_\_\_\_  
Grantee

\_\_\_\_\_  
for MLAG

Date: \_\_\_\_\_

Date: \_\_\_\_\_