

2012 Music Matters Grant Program Guidelines & Application

Purpose and Goals

The Muzak Heart & Soul Foundation's mission is to support music education. Through music education, a child can better achieve his/her full potential and stimulate personal and educational growth.

Music Matters Grants for 2012 will focus on financial need in school and non-profit music programs throughout the United States. Grants will be awarded in April of 2012, with funds distributed by the end of 2012. Grant amounts for this cycle are up to \$6,000 each and are made on an annual one-time basis.

Grant Eligibility

Music education – vocal or instrumental – must be the key component of any music program requesting funds.

Public or charter school programs serving a minimum of 50% low-income students (defined by students receiving free and reduced lunch), OR non-profit/501(c)(3) programs directly funding music education, serving students regardless of their ability to pay, should apply.

Schools and programs must already have an existing music program/curriculum in place. Grant funds cannot be used to pay salary of regular music instructor; however, stipends and performance fees for guest instructors and musicians are eligible for consideration.

Grant requests must articulate specific music program needs – for existing and/or planned projects. Detailed budgets must be included with the application, including existing music program budget, proposed project budget, and for non-profits, total organization budget.

Music education programs must meet national standard non-discrimination policies.

Programs should serve students in grades K-12.

Priority will be given to the following music education programs:

- programs having the basic need for music instruments and educational materials
- programs serving economically disadvantaged children
- programs exhibiting innovation in music education
- programs requesting funding to support sustainable projects (impact felt for years to come and benefiting a higher number of students)
- programs where music education is the primary mission of the non-profit organization
- programs having established collaborative partnerships with parent-teacher-student associations (PTSA) and other community groups

Note: Music education programs need not meet all criteria listed to qualify.

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Restrictions

Grant funds cannot be used for the salary of music educator; however, stipends for guest instructors, performance fees and expenses associated with field trips to qualifying performances are eligible for consideration.

Schools must apply individually. Do not submit one application for multiple schools, unless they share the same campus, music classroom space and instructor. (Provide information for the applying school only: do not include information for other school locations within the district even if the music teacher teaches at more than one school.)

Teachers that teach at more than one school within the school district can only apply on behalf of one school or campus per grant cycle.

Grant funds will not be awarded for reimbursement of expenses or purchases that have already been incurred.

The Muzak Heart & Soul Foundation generally does not award charitable grants to the following:

- Schools that charge tuition to attend
- Individuals
- Scholarships (including formal music education programs, competitions, festivals, & camps)
- Religious, political, labor, athletic, or fraternal organizations
- Operating deficits or debt retirement
- Music therapy, dance, costumes, uniforms, props
- General requests for operating funds or capital campaigns
- Event sponsorships such as, but not limited to walks, runs, festivals, camps or golf tournaments
- Programs serving people and communities outside the U.S. and its territories

Music Matters Grant Program FAQ

What has changed for 2012?

We have clarified the criteria and restrictions to help potential applicants determine if a program is eligible for funding. Major changes include:

- Placed emphasis on need and service to economically disadvantaged children
- Clarified that schools that charge tuition are not eligible
- Maximum grant amount reduced from \$12,000 to \$6,000
- Removed requirement that program must already employ a music educator, however clarified requirement that funding cannot be used to pay the salary of the regular music educator. Together, these allow funding to pay stipends for guest educators where budget cuts have eliminated the regular music educator position.
- Clarified budget requirements to allow for consistent comparison between applicants

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Music Matters Grant Program FAQ, cont.

Can you elaborate on the budget requirements?

Schools should submit their existing music program budget, as is, without including potential funding from the Heart & Soul Foundation. If the budget is \$0, state that. A school should also submit an itemized project budget that details what funds would be used for should the school be selected for funding by the Heart & Soul Foundation.

Non-profits (including school-sponsored non-profits and non-profits applying on behalf of a school) should submit their existing music program budget, as is, without including potential funding from the Heart & Soul Foundation. A non-profit must also submit an itemized project budget that details what funds would be used for should the school be selected for funding by the Heart & Soul Foundation. Additionally, a non-profit must submit an existing budget for their entire organization, as is, without including potential funding from the Heart & Soul Foundation. If the entire non-profit's budget is covered within their music program budget, state that.

Can a PTA or Booster Club apply on behalf of a school?

Yes, the PTA/PTO or Booster Club can submit an application on behalf of a school. The application should be submitted in the name of the school and prepared in cooperation with the music educator and school administrator (their signatures are required). For this type of application, three budgets are required: existing school music program budget, proposed project budget, and PTA/Booster organization budget.

Can a community non-profit not associated with a school apply on behalf of a school?

Yes, a non-profit partnering with an eligible public or charter school can apply on behalf of a school. The application should be submitted in the name of the school and prepared in cooperation with the music educator and school administrator (their signatures are required). For this type of application, three budgets are required: existing school music program budget, proposed project budget, and non-profit organization budget.

Are orchestral programs eligible? I notice most previous recipients are band, chorus or general elementary music.

Yes, we encourage orchestral programs to apply. The vast majority of our applications have come from middle and high school band and chorus, and elementary music programs, thus the prevalence of those programs in our past winners.

I see the majority of previous grants winners have been schools. Are schools given priority over non-profits?

Material need and economic circumstances are our top priorities. Many school music programs have little or no music budget, whereas non-profits are more likely to have funding from corporate and individual sources.

My band has been invited to march in a parade/event in another city, but many students are not able to afford the trip. Can we apply for funding to help those economically disadvantaged students?

No, the Heart & Soul Foundation does not fund scholarships or travel to parades, camps, festivals, competitions or similar performance events.

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Music Matters Grant Program FAQ, cont.

What is a “qualifying performance?” Few of my students have exposure to professional music performance and I would like to have musicians visit the school or organize a field trip to a performance.

Transportation and admission to curricular musical educational opportunities, and stipends/performance fees for professional guest musicians/instructors for events during the school day are eligible for funding.

Why are salaries for regular music educators not eligible for grant funding, but stipends and professional fees for guest educators are?

Since Music Matters Grants are on a one-time basis, we do not want someone’s job security to be contingent on whether funding can be obtained from another source the following year. Guest educators/musicians are not dependent on a stipend for their livelihood; they can provide meaningful musical experiences for students on a short-term basis without the costs and personnel considerations associated with a full time educator.

My school charges tuition, but almost all students receive some form of financial aid. Are we eligible to apply?

No, schools where tuition is charged for regular curricular education are not eligible, regardless of financial aid provided (unless every student is completely subsidized, regardless of financial situation). Student activity fees for activities such as athletics, performing arts, clubs, tutoring/extracurricular instruction, etc. are not considered tuition.

My non-profit program does charge a small fee for participation, but it’s affordable for most families, and can be waived for financial difficulty. Are we eligible to apply?

Yes, non-profit programs charging reasonable fees, yet serving students regardless of their ability to pay are eligible. However, priority may be given to programs that do not charge any student for participation.

Does the Heart & Soul Foundation consider partial funding of projects?

Yes. We may choose not to fund your entire project; however there may be components of the project that we decide to fund. This is a reason why including a detailed, itemized project budget is even more important. If there are parts of your project that are more critical than others, you may indicate that in your application and/or budget.

Can the Foundation provide feedback on applications not awarded funding as to why they were not selected?

Due to the volume of applications received, we are not able to provide feedback to those programs not selected for funding.

Questions? Email heart@muzak.com

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2012 Music Matters Grant Application

When completing your Grant Application, please:

- Read the [Grant Application Guidelines & FAQ](#) to make sure your project meets the Muzak Heart & Soul Foundation funding requirements.
- Type or handwrite proposals using this form, single-sided only.
- If you must include additional pages, use the headings provided.
- Provide all of the information & attachments requested.
- Submit only one copy via US Mail/UPS/FedEx. Applications will not be accepted via fax or email.

Attachments to be included with completed Grant Application:

Schools:

- ✓ Detailed music program budget for 2012-13 school year
- ✓ Itemized project budget for requested funds
- ✓ Program Vision and/or Mission Statement
- ✓ List of PTA/PTO Members (Officers ok)

Non-Profits and Non-Profits applying on behalf of a School (PTOs & Booster Clubs):

- ✓ "High level" organization budget
- ✓ Detailed music program budget
- ✓ Itemized project budget for requested funds
- ✓ Program Vision and/or Mission Statement
- ✓ List of Board of Directors/PTA Officers
- ✓ Most recent Annual Report
- ✓ IRS Letter of Determination
- ✓ Non-discrimination statement

Applications must be postmarked by FEBRUARY 17, 2012

Muzak Heart & Soul Foundation
Attn: Music Matters Grants
3318 Lakemont Blvd.
Fort Mill, SC 29708

Received Music Matters Grant Applications will be reviewed by the Muzak Heart & Soul Foundation board members and staff. Applicants will be notified no later than April 30, 2012.

General Information

Grant recipients are required to submit receipts verifying the funds were used as agreed and reports on what results were obtained. The Muzak Heart & Soul Foundation reserves the right to the return of the grant funds if they have not been used as agreed. The Muzak Heart & Soul Foundation reserves the right to promote a collaborative partnership with a grant recipient for promotional purposes.

Thank you for continuing to make "Music Matter" to all children and for your interest in the Muzak Heart & Soul Foundation.

Questions: heart@muzak.com

Website: <http://heart.muzak.com>

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Program Information

Name of school or program: _____

Identify type of program: _____

Street Address: _____

City/State/Zip: _____

Phone: _____

Principal/Executive Director: _____

Music Instructor: _____

Website: _____

Social Media pages (Facebook, Twitter, YouTube, etc.): _____

If non-profit applying on behalf of school, what is your organization's formal name:

Non-profit/501(c)(3) only – when did you receive 501(c)(3) status? _____

Non-profit/501(c)(3) only - What is your Tax ID #?: _____

Grant amount requested: _____

How did you learn about this grant?: (please name specific source)

Primary Contacts

Name: _____

Title: _____

Address: _____

Phone: _____

E-mail: _____

Best method to contact during summer: _____

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I. Financial Information

a. How much money are you requesting from the Muzak Heart & Soul Foundation Music Matters Grant program?

b. What is your organization's total annual budget? (non-profit or non-profit applying on behalf of a school only)

c. What is your total music program budget? _____

d. Please list your specific funding sources (i.e. other grants, school district, specific fundraisers, etc).

e. Has your organization/school previously received funding from the Muzak Heart & Soul Foundation? If yes, please state which year(s) and the name of the organization/school.

II. School Characteristics (If non-profit, please provide as much information related to these questions as possible.)

a. What ages/grades are served by your school or program?

b. Please provide a percentage breakdown of students in your school (or non-profit organization) that receive free and/or reduced lunch.

c. Does your school currently have Title 1 designation? _____

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i. Please list other funding sources for the project.

j. How do you plan to acknowledge The Heart & Soul Foundation's support for this project?

IV. Program Participants

a. How many students are enrolled in your school/organization? _____

b. How many students participate in the specific program for which funds are requested? (break out by grade, if known)

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V. Evaluation

a. How do you measure the impact of this program on the:

i. participants?

ii. school?

iii. community?

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VI. Signatures

The undersigned agree that the information presented in this grant application is accurate and true to the best of our knowledge. If our program is selected for a Music Matters Grant we will use the money according to the needs presented in this grant, unless otherwise approved by the Muzak Heart & Soul Foundation. We agree to provide all documentation needed to prove the expenses of the grant money and the evaluation of the program.

Authorized Signature Date

Print Name Title

Authorized Signature Date

Print Name Title

Authorized Signature Date

Print Name Title

Signature requirements

Schools: (2) Music Instructor/Faculty Sponsor and School Administrator/Principal

Non-profits: (2) Grant Writer and Executive Director

Non-profits applying on behalf of a school (includes PTA/PTO and Booster Clubs): (3)
Grant Writer (representing the non-profit), Music Instructor/Faculty Sponsor and School Administrator/Principal