



2012 NAMM Foundation Program Grants

Submission Guidelines

Grant Applications for 2012 are by invitation only: For the past several years, the NAMM Foundation has received hundreds of requests for Program Grants and is grateful for nonprofit organizations around the world who seek support to provide opportunities for people of ages to learn and make music. The hundreds of requests received every year far surpass the Foundation's budgetary resources for grants.

Starting in fall 2011, the NAMM Foundation will review and award Program Grant applications by invitation only; the application process is not open for general application for funding from the Foundation. Guidelines are provided for general information.

BACKGROUND

NAMM's Mission is to strengthen the music products industry and promote the pleasures and benefits of making music.

The NAMM Foundation's Mission supports scientific research, philanthropic and public service programs of the international music products industry.

WHAT WE FUND – Applications are considered by invitation

NAMM Foundation Program Grants support music-learning service projects from organizations with established non-profit designation that expand access to music making and music education for people of all ages.

The NAMM Foundation supports programs for people of all ages that utilize music-making materials, are replicable as regional, national or international models, and include outcomes and impact measures, including the following:

- Group music programs with non-performance-based outcome goals, including group-based music programs facilitated within senior homes, hospitals, youth groups, parks, etc. that provide a positive music-making experience to all participants regardless of prior experience
- Integrated music-making programs, including programs that train non-music educators to utilize basic music making to teach other core subjects such as math, history, world cultures, science, literature, citizenship, etc.
- Programs that train music educators to supplement their existing programs with non-traditional methods, instruments or technologies allowing them to teach music to students who may not be interested in the traditional band and orchestra programs
- After-school music programs including “drop-in” music-making activities facilitated by music-trained youth service personnel
- Programs that train music educators to utilize group-based informal music making as an after-school youth development and/or community-building tool
- Projects and programs that serve specific demographics, expand the market for music products, are replicable, provide measurable results and are self-sustaining
- Interim and final reports, including budget reports, are required for every grant award

APPLICATION PROCESS – By Invitation

Beginning on October 5, 2011, and through December 1, 2011, invited organizations may submit an online www.nammfoundation.org application per the guidelines below. The application process will not be open for general application for funding from the Foundation. Guidelines are posted for general information.

DEADLINES:

Invite Organizations to Apply	Deadline to Apply	Anticipated Award Notification
October 5, 2011	December 1, 2011	May 15, 2012

The following information will be requested via the online application system:

Contact Information

First Name (required)

Last Name (required)

Title (required)

Address (required)

City (required)

State (required)

Zip (required)

Country (required)

Telephone (required)

Fax (required)

E-mail (required)

Organization Information

Legal Name (required)

Address (required)

City (required)

State (required)

Zip (required)

Country (required)

Phone Number (required)

Fax Number (required)

E-mail Address (required)

Web Site Address

Year Established (required) Please enter the year (4-digit number) that your organization was established.

What best describes your organization? (required)

- Arts Organization
- Boys and Girls Club
- Community Service
- Education Foundation
- Hospital/Home Health Care
- Library
- Literacy Center
- Mental Health
- Museum
- Orchestra/Symphony
- Parent Organization
- Public School
- Public TV/Radio
- School of Music
- Teen Center
- Trade Organization
- University
- YMCA
- Other

If you selected “other” on the previous question, “What best describes your organization?” please describe.

What music products industry segment best describes your organization? (required)

- Guitar
- Music Education
- Percussion
- Piano/Keyboard
- Pro Audio/Technology
- Recreational Music Making
- Recreational Music Making—Senior
- Recreational Music Making—Teen
- School Band and Orchestra
- Stringed Instruments
- Other

If you selected “other” on the previous question, “What music products industry segment best describes you?” please describe.

Organization Status (required) Indicate if your organization is a “Non-Profit,” “Industry Trade Non-Profit” or other designation.

Organization Narrative

Mission Statement (required) Describe your organization and its mission; include a brief history, as applicable.

Current Programs and Activities (required) Outline some of the current programs or activities that are ongoing.

Past Accomplishments (required) Please highlight some of your organization’s recent past accomplishments

Demographics

Number of people served annually by your organization (required)

Number of people served by the program for which grant funds are requested in this proposal? (required)

Total organization annual budget? (required)

Number of people on your Board of Directors? (required)

Has your organization conducted an independent financial audit? (required)

If you selected “yes” to the previous question, what is the date of last audit? (required)

Grant Request

Project Title (required)

Request Date (required) Provide date of completed application.

Requested Cash Amount (required) What is the amount of financial support you are seeking?

Project Start Date (required)

Project End Date (required)

Program Type (required)

- **New Program**
- **Expansion or Existing Program**
- **Continuation of Existing Program**

Previous NAMM Foundation Funding (required) Please indicate the month/year and amount of all previous funding from the NAMM Foundation.

Grant Narrative

Project Summary (required) The summary should include organization mission and background, specific project names and objectives, populations served, a clearly identified perceived need, your proposed solution and the amount of financial support you are seeking.

Program or Project Details (required) Describe the specific goals and objectives of your program.

- What is your plan to meet them?
- What is the project plan?
- How will you meet the stated goals?

Timetable (required) Provide a timetable for implementation.

Additional Organizations, Partners and Funders (required)

Identify other organizations, partners and funders participating in the project and their roles. If matching funds are provided, please include the funding amount and individual contact information.

Evaluation (required)

Please relate how you plan to meet stated project goals:

- What measurable objectives can be evaluated during and at the end of the grant period?
- What is the evaluation or assessment plan?
- Describe your plan to document progress and evaluate results and describe evaluation outcomes to date.

If you are utilizing third party assessment, please provide a name, contact number, and professional credentials.

Budget (required)

Download the budget template – see directions below.

The template lists earned and supporting income and expenses of the project. The income summary includes supporting income from r sources.

Please ensure that you designate in the budget where grant funds will be specifically applied to project costs.

DOWNLOAD DIRECTIONS:

1. **Click** budget template
2. Save the template to your computer.
3. Open the budget template and complete it.
4. Upload the template – click the “upload file” link to the right and follow the instructions.

Supporting Materials (required)

Applicants are encouraged to upload supporting material about the organization and the proposed project to be included in funding review.

Video submission, PowerPoint presentation, or PDF file(s) are welcome.

Upload summary pages of audited financial statement or completed FORM 990, if possible.

Maximum size for all files uploaded is 10 megabytes total

Letters of Support Up to two letters of support can be uploaded to your application.

Certification (required)

If you or your organization receives funding from the NAMM Foundation, do you, in consideration thereof:

- a) Warrant and represent that the amounts received from the NAMM Foundation will be used solely for purposes outlined in the proposal, and
- b) Agree to submit, upon request, independent audits showing how any such grant or award from the NAMM Foundation was used?
(required)

Do you agree to identify and list the NAMM Foundation as a prominent sponsor, using the NAMM Foundation logo where appropriate as sponsor in your activities relating to this project? (required)

The foregoing information is certified to be true to the best of our knowledge. We agree with the Foundation’s requirements of this application if funding is approved, and we understand that if the NAMM

Foundation funds this program, it will do so in reliance on our agreement to comply.

Certification Date (required)

Name of Organization Executive Director or Chief Executive Officer
(required)

Official Title of Person Certifying (required)

Telephone Number Officially Certifying (required)

E-Mail of Person Officially Certifying (required)

Name of Organization's Board of Directors Chairperson (required)

Official Title of Board of Directors Chairperson (required)

Telephone Number of Board of Directors Chairperson (required)

E-Mail of Board of Directors Chairperson (required)

A completed application must be submitted and received online by the posted deadline; there are no exceptions to the required deadline.