



2010 Program Grant Guidelines

NAMMM serves more than 9,000 Members worldwide. On behalf of its Members, the NAMMM Foundation's competitive program grant initiative seeks to support community-based and service programs offered by organizations with established non-profit designation whose projects are compatible with the NAMMM Foundation's mission. The NAMMM Foundation is also committed to funding programs that are of value to the industry and that are designed to enhance or develop the market for musical products. Program grants support innovative community-based music learning programs for people of all ages and abilities.

NAMMM's Mission is to unify the global music products industry and increase active participation in music making.

The NAMMM Foundation's Mission is to advance active participation in music making across the lifespan by supporting scientific research, philanthropic giving and public service programs from the international music products industry.

How to Apply for a 2010 NAMMM Foundation Program Grant

NAMMM Foundation seeks to 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 NAMMM 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, and 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 making to students who may not be interested in the traditional band and orchestra programs
 - After-school music programs including “drop-in” music-making programs 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 and 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.

The NAMM Foundation uses a two-step process for receiving and reviewing Program Grant proposals.

NEW APPLICATION PROCESS

Beginning on July 1, 2009, through September 10, 2009, at www.nammfoundation.org, organizations may submit a “Letter of Inquiry” per the guidelines below that summarizes a request for project support. Letters of Inquiry will be reviewed by Foundation staff; selected organizations will be invited to submit comprehensive proposals for funding consideration. Organizations that are selected to submit complete applications will have the opportunity to do so starting on October 1, 2009 and ending on December 1, 2009. After staff and board committee review, grant awards are announced on or about May 15, 2010.

This two-phase grant application process seeks to ease the burden of preparing lengthy grant applications when applying for a NAMM Foundation Program Grant. In the past several years, the Foundation has received hundreds of grant applications and requests for funds. Due to budget limitations, the Foundation can support a limited number of projects annually. This application process seeks to streamline the process of grant application and review. If your organization is selected to submit a complete application after review of your Letter of Inquiry, this action does not signal or guarantee funding by the Foundation but a request for additional and complete information that can be used to consider support by staff and Board Committee.

PHASE I “Letter of Inquiry”: Applicants may submit a Letter of Inquiry to the NAMM Foundation starting on July 1, 2009, and ending September 10, 2009. Letters of Inquiry must be received no later than 5:00 p.m. Pacific Time on September 10, 2009, via the NAMM Foundation’s online application system at www.NAMMFoundation.org. Letters of Inquiry received via e-mail or hard copy cannot be accepted. All organizations submitting letters of inquiry by stated deadline will be notified by October 1, 2009 as to whether or not they are selected to provide additional information.

PHASE II “Request for Proposal”: Selected “Letter of Inquiry” applicants can complete full proposals starting on October 1, 2009; closing on December 1, 2009. Complete application guidelines will be provided to organizations selected to provide comprehensive organization and project implementation information.

Deadlines:

| Letter of Inquiry Submitted by | NAMM Foundation Staff to invite full proposals | Invited Proposal Deadline | Grant Awards Announced |
|---------------------------------|--|---------------------------|------------------------|
| July 1, 2009-September 10, 2009 | October 1, 2009 | December 1, 2009 | May 15, 2010 |

To submit the Letter of Inquiry and respond to subsequent Request for Proposals, the following information will be requested via the online application system:

Contact Information

Name
Phone
e-mail

Organization Information

Legal Name (required)

Address (required)

City (required)

State (required)

Zip (required)

Country (required)

Phone Number (required)

Fax Number

e-mail Address (required)

Web site Address

Year established (required)

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

Organization Status (required)

Indicate if your organization is a non-profit, industry trade non-profit or other designation

What best describes your organization? (Drop Down menu with the below options)

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

- Public TV/Radio
- Other [Please describe]

What Music Products Industry Segment Best describes you? (Drop Down menu with the below options)

- School Band and Orchestra
- Stringed Instruments
- Guitar
- Percussion
- Recreational Music-Making – Teen
- Recreational Music-Making – Senior
- Piano/Keyboard
- Pro Audio/Technology
- Recreational Music Making
- Music Education
- Other [Please describe]

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 in Phase II only)

Please highlight some of your organization's recent past accomplishments
Project Name (for which funds are requested):

Demographics

Number of people served annually by your organization (required)

Number of people served by your 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, please provide date of last audit

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

Expansion

Previous NAMM Foundation Funding (required)

Please indicate the month/year and amount of all previous funding from NAMM Foundation

If you have never received funding from NAMM Foundation, please enter:
"We have never received funding from NAMM Foundation."

Grant Narrative

Project Summary (required)

This summary should include organization mission and background and 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 in Phase II only)

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 in Phase II only)

Download the budget template—see directions below.

The template lists earned and supporting income and expenses of the production including salary stipends and extra instructional support. The income summary includes supporting income from school, community, ticket sales or other sources. **Please ensure that you designate in the budget where grant funds will be specifically applied to preparation or production 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 in Phase II only)

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.

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. **Please provide letters of support on official letterhead with signatures.**

Verification (required)

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

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

Telephone Number of Board of Directors Chairperson (required)

e-mail of Board of Directors Chairperson (required)

Only proposals submitted before the stated deadline and via the electronic system will be accepted for review by the NAMM Foundation. No exceptions can be made to this requirement. NAMM Foundation can no longer offer application review after grants have been awarded, due to the high number of applicants. Thank you for your understanding and cooperation.

Certification (required in Phase II only)

Please complete the following questions and provide two names and contact information who can represent the applicant and verify that all items are accurate.

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)

Official Title of Person Certifying (required)

Telephone Number Officially Certifying (required)

e-Mail of Person Officially Certifying (required)

Official Title of Board of Directors Chairperson (required)

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