



**Frequently Asked Questions (FAQs)  
Regarding  
2010 NAMMM Foundation Program Grants**

**1. How do I submit a proposal to the NAMMM Foundation for a Program Grant?**

Beginning on July 1, 2009, through September 10, 2009, at [www.nammfoundation.org](http://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, ending on December 1, 2009. After staff and Board committee review, grant awards will be 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 NAMMM 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.

Carefully review the Program Grant Guidelines and complete the eligibility quiz to determine eligibility and application deadlines. This year we are only accepting applications via an online process, with no exceptions. Submit your application at <http://www.nammfoundation.org/Grants/guidelines.html>

**2. Does the grant proposal need to include our entire organization's budget (income and expense) or just the proposed project's budget?**

- Only a project budget is required, and only when a complete application is requested. A budget template is provided as a part of the complete application through the online process. Also, and when a complete application is requested, the organization's most recent audited financial statement should be included as an attachment with your online grant application.
- 3. Do we need to include faculty/staff qualifications/resumes? Only full-time staff? Part-time staff? Volunteers? Only educators or facilitators?**
- Any and all supporting information that strengthens the qualifications of the organization and its personnel to meet project outcomes will strengthen your proposal and is welcome.
- 4. Is the NAMM Foundation likely to fully fund a project or just partially fund a project? In other words, in the grant proposal would NAMM Foundation look more favorably upon a grant request that has us bearing part of, or the majority of the cost ourselves for a specific project?**
- A program that is receiving support from another entity is a positive indicator that it has already earned endorsement and support from other funders. The opportunity to contribute to partial support of a quality project allows NAMM Foundation to spread its grant making funds to more organizations; an opportunity to partially fund a program or project is encouraged.
- 5. Does NAMM Foundation look favorably upon new start-up projects?**
- Support is available for start-up projects; these are reviewed relative to the ability of the program to provide services in a realistic way. NAMM Foundation should not be considered to be the only funder of a start-up program; multiple supporters should be sought for start-up projects.
- 6. What does the NAMM Foundation currently fund?**
- The NAMM Foundation is a 501©(3) non-profit organization dedicated to advancing active participation in music making across the lifespan by supporting scientific research, philanthropic giving and public service programs from the international music products industry.
  - NAMM Foundation Program Grants are available to non-profit public service organizations for innovative music education and hands-on music-making programs that reach and serve new audiences with new protocols.

- Only one proposal to the NAMM Foundation is allowed per program per year. Be sure you are applying to the right program. To qualify for a review of a proposal, applicants must submit only the application that corresponds with the program for which you are requesting funds. Further details are outlined in the current funding cycle guidelines.
- In the past, NAMM Foundation has funded music research grants funded under the Sounds of Learning, Sounds of Living and Scientific Grant initiatives. Applications are NOT being accepted for this program at this time. Applications for research grants may be accepted in fall 2010; please check back with [www.nammfoundation.org](http://www.nammfoundation.org) for updates on research grant funding availability.

**7. Is there a financial limit that NAMM Foundation would provide to support a program?**

- There is not a set limit; projects are evaluated relative to the organization's ability to meet an outlined need. During the past 3-4 years, the average program grant range has been \$20,000 - \$40,000. Grant award amounts also depend on the overall number of quality proposals received by the NAMM Foundation, and the availability of grant funds available per year, as determined by the NAMM Foundation Board of Directors.

**8. What is the number of NAMM Foundation grant awards given each year?**

- The number of grants awarded is relative to the number of quality proposals received and availability of grant funds.

**9. Are NAMM Foundation grants renewable? Does NAMM Foundation fund multi-year grants?**

- The NAMM Foundation does not offer renewable nor multi-year grants; all current grantees must reapply annually for continuing support. Funding will be awarded for one-year projects; narrative and financial reports are due December 31, 2009, and July 31, 2010.

**10. Does the NAMM Foundation ever give grants for the purpose of buying instruments?**

- Yes, this can be considered as a part of a program grant proposal; however, this should represent a relatively small percentage of the program budget, as should other equipment requests.

**11. Does the NAMM Foundation give grants to public schools for the purpose of restoring the music education program that has been reduced or cut at the district level?**

- o No. Nonprofit -based organizations seeking funds to supplement established music education programs in schools may apply. Programs that replace K-12 core curricular music education programs are not eligible for funding. The Foundation does not provide direct support to schools and school districts for core academic music education programs. To keep music education strong in your community, log on to [www.supportmusic.com](http://www.supportmusic.com).

**12. What is the scale or scope (local, regional, national) of a program that you think might receive a grant?**

- o This is determined by program capacity and the need that the program and project seeks to address. The grant review process will assess the program's ability to meet stated goals as outlined in the proposal.

**13. How many years of support and how many dollars are associated with a successful proposal submission?**

- o A quality non-profit service agency and/or program generally develops successfully with carefully managed and strategically planned supporting and earned income. It is important to provide information about the success of the submitting organization and its ability to meet service needs and to attract other support and, if applicable, earned income/fees for services. Evidence of careful management and planning for sustainability can be achieved over just a few years or decades, depending on the history of the organization. The financial size of the organization matters less than its ability to plan and manage for quality service and sustainability.

**14. Is there a certain formatting (margin size, font, etc.) that the NAMM Foundation would prefer in proposals?**

- o The online grant submission system allows for a set amount of characters per narrative section of the application (please check this as I believe the characters per section is variable). Font and margin size are determined by the online application system. Should you feel more space is needed, you are free to attach additional supporting documentation within the total file size allotted, which cannot exceed 10 megabytes for all attachments combined. Is this also true for the LOI? Or full application only? Please confirm

**15. We understand that funding is available for programs and projects that reach music makers. Our need is for a new rehearsal building for which we have already received many materials and community donations. Funding is needed to complete construction of interior space and parking area of a building on a long term lease (a leasehold improvement). Does this satisfy your guideline requirements?**

- NAMM Foundation does not contribute to capital projects that include building or renovation, but rather offers program support, as outlined in the grant guidelines.

**16. What are the funding dates if we are selected?**

- Award notification is made in the month of May in the year following application for programs which run on an annual cycle. Grant start date is June 1 and end date is June 30 of the following year; reports are due one month later on July 31.

**17. Do you have reporting requirements other than occasional audits?**

- NAMM Foundation Program Grants: An interim narrative and budget report is due December 31; a final narrative and budget report is due July 31 of the following year. Report templates are distributed to grant recipient organizations upon the activation of the grant year.

**18. What do you look for in the plan for sustainability of a program grant?**

- Statements or a submission of a strategic plan that outlines realistic growth for the organization based on sound current organization management (including control of annual financial management); organizations with cumulated deficits will not be funded.

**19. We have heard it said that there seems to be an abundance of guitar- and drum-based recreational music programs but a shortage of keyboard-based recreational programs. In NAMM Foundation's experience, is this an accurate assessment of the music programming landscape? Does NAMM Foundation have any special interest in recreational keyboard programming?**

- NAMM Foundation seeks to support recreational music making activity for all instrument categories.

**20. How does NAMM Foundation view earned-income as a means of long-term sustainability for nonprofit organizations? Favorably? Unfavorably? Neutrally?**

- Historically, long-term nonprofit sustainability is achieved with a realistic balance of earned and supporting income relative to the service potential of the organization to meet stated need. The ratio of earned to supporting income is also considered relative to the earned income opportunity within the service target. Good business and financial planning are the key to sustainability that includes consideration for both earned and supporting income.

**21. Does the NAMM Foundation offer technical support to organizations who have not been awarded?** The Foundation does not offer private consultation during the application process nor after grants have been awarded. Support for grant seekers is available through the Foundation Center, [www.foundationcenter.org/getstarted/nonprofits](http://www.foundationcenter.org/getstarted/nonprofits).