



## 2018 NAMMM Foundation Music Making Grants

### Submission Guidelines

#### **BACKGROUND**

The NAMMM Foundation reviews and awards Music Making Grants each year by invitation only. Grants are considered for qualified nonprofit music service organizations who advance access to music making and implement innovative music learning programs serving diverse audiences. Funded programs are also scalable as national models for music education and music making. The Music Making Grant program advances the *NAMMM vision: we envision a world in which the joy of making music is a precious element of daily living for everyone; a world in which every child has a deep desire to learn music and a recognized right to be taught; and in which every adult is a passionate champion and defender of that right.*

#### **WHAT WE FUND—Applications Are Considered by Invitation Only**

The NAMMM Foundation reviews and awards Music Making 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. The NAMMM Foundation Music Making Grants support music-learning service projects from organizations with established nonprofit designation that expand access to music making and music education.

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, etc. that provide a positive music-making experience to all participants regardless of prior experience.
- Innovative music curriculum models and programs that expand access to music learning beyond the traditional music education curriculum (band, choir, orchestra) and can serve as models for music education curriculum expansion.
- Programs that train music educators to supplement their existing programs with new methods, instruments or technologies, allowing them to teach music to students who may not be interested in traditional band, orchestra or choral programs, thus expanding access to music education for more students.

- Programs that train music educators and community youth leaders 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, including adults and active seniors, persons with special needs in community and/or health and wellness settings and other programs that expand the market for music products, are replicable, provide measurable results and are self-sustaining.

**APPLICATION PROCESS—By Invitation**

Beginning February 6 through March 5, 2018, invited organizations may submit an online application via the online portal per the guidelines below. The application process is not open for general application funding from the Foundation. Guidelines are posted for general information.

**DEADLINES:**

<b>Invite Organizations to Apply</b>	<b>Deadline to Apply</b>	<b>Anticipated Award Notification</b>
February 6	March 5, 2018	May 2018

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** (Optional)
- E-mail** (Required)

**Organization Information**

- Legal Name** (Required)
- Address** (Required)
- City** (Required)
- State** (Required)
- Zip** (Required)
- Country** (Required)
- Phone Number** (Required)
- Fax Number** (Optional)

**E-mail Address** (Required)

**Website Address** (Required)

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

**What best describes your organization?** (Required)

- Arts Organization
- After-School Organization or Program Community Service
- Education Foundation
- Hospital/Home Health Care
- Library
- Mental Health
- Museum
- Parent Organization
- School of Music
- Trade Organization
- University
- Other

**If you selected "other" on the previous question, "What best describes your organization?" Please describe.**

**Indicate the music products segment that best describes the instrument category used in your program and/or outreach project for which funds are requested. (If your organization is seeking funds for expanding teacher training in guitar, you would check guitar, etc. or check all that apply) If multiple instruments or other, please select "other" below and provide information** (Required)

- Guitar and/or Ukulele
- Music Education, general
- Percussion
- Piano/Keyboard
- Pro Audio/Technology
- Recreational Music Making—All Ages
- Recreational Music Making—Senior
- Recreational Music Making—Teen
- School Band and Orchestra
- Other

**If you selected "other" on the previous question, please provide information on instruments and/or instruments categories that you use in your program.**

**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 the current programs or activities that are ongoing. If you are a current NAMM Foundation grantee, please include 3-5 highlights from your most recent funded project and significant accomplishments from previous years' NAMM Foundation support.

**Past Accomplishments** (Required) Highlight 3-5 accomplishments of your organization since its founding (i.e. expansion, awards, visibility, other highlights that you are most proud of).

## Demographics

**Number of people served annually by your organization** annually (total for all programs each year, be as precise as possible) (Required)

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

**Total organization annual budget?** (Required) this information is verified via annual filings for nonprofit organizations)

**Number of people on your Board of Directors?** (Required)  
Please list name and affiliation for Members of Your Board of Directors

**Has your organization conducted an independent financial audit?** (Required)

**If you selected "yes" to the previous question, what is the date of your 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 name 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?

**Relationship to School and/or Community** (Required) Describe how program services are, or will be, leveraged to expand commitment and contributions to music-learning activities. For example, do you require project partners to match in-kind or cash to achieve project outcomes? Do you require “memo of understanding” between project partners (schools, service organization) that outlines mutual commitments to achieve benchmarks for staffing, planning and implementation timelines or other resources? Please describe all that apply. Outline outcomes of past and current service partnerships that expanded support for music education.

**Contribution to NAMM’s Vision statement** (Required) How does this project and your organization contribute to NAMM’s vision of a world in which the joy of making music is a precious element of daily living for everyone; a world in which every child has a deep desire to learn music and a recognized right to be taught; and in which every adult is a passionate champion and defender of that right.

**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 describe plans for evaluating program effectiveness and achievements:

- What measurable objectives will 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)**

Upload a budget that lists earned and supporting income and expenses of the project. The income summary includes supporting income from resources. **Please ensure that you designate in the budget where grant funds will be specifically applied to project costs.**

### **Communications**

Describe your Communication Goals to engage community awareness, donor acquisition, and to create awareness about your program/project. List Communication channels you use (i.e. e-newsletters, print, social media, etc.).

### **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. We encourage submission of letters from project partners who will be part of implementation or are contributing support for the proposed project.

### **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 a 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.