



## Music Matters Grant Application Information and Instructions

The Music Matters Fund is managed in a partnership between *Music Aid Northwest* and the *Washington Music Educators Association*. Music Matters grants are intended to provide supplemental support to public school music programs in the state of Washington, specifically in schools where funding is scarce. Funds granted are to be used exclusively for supporting the music program(s) described in this grant application.

### RULES

- Applications must be postmarked, emailed or faxed by March 31. Applications received after the deadline will be considered during the next grant cycle.
- Notifications will be emailed by June 1.
- A Grant Committee representative will contact school administration in early September to verify that the teacher who applied for the grant is still employed as a music educator at that school.
- Checks will be mailed on October 1.
- The school and/or district agrees to add 10% of the amount of the grant award to the annual budget of the program described on this application, confirmed by required signatures on page 3.
- All recipients must file a follow-up report by February 1 of the school year for which the grant is awarded.
- WMEA would like to formally present a symbolic “giant check” to each recipient school at a public event, such as a concert or school assembly, at a time mutually convenient for the teacher, school and the WMEA/MANW representative. During this event, the Music Matters program will be summarized, and those in attendance will be encouraged to buy Music Matters license plates as a visible commitment to supporting school music.
- A school may apply for a grant in subsequent years, but can be awarded a maximum of \$6000 only in a three-year period.

### What is and is not funded?

There is reasonable flexibility. Music Matters has funded instrument purchases, repairs, music, and equipment such as choral risers and music stands. **It is helpful for the Grants Committee to see itemized lists** in addition to the grant application. If in doubt, call or email the WMEA office.

Music Matters funds cannot be used to replace normal district funding or for capital projects, nor may they be used for travel expenses, entrance fees to festivals, commissions or for supplies normally provided by the district such as paper, pens, etc.

### How are schools selected to receive grants?

Music Aid Northwest and the Washington Music Educators Association assemble a granting committee from their organizations. The executive directors of the two organizations, who are ex officio and do not vote, serve on the committee. Other committee members, each of whom has one vote, are two officers of the Music Aid Northwest Executive Board; the WMEA Executive Board president; a teacher from a school district that has not submitted a grant application, and an administrator from a district that has not submitted an application. Committee members review the grant applications, then meet in person to discuss the merits of each. They are mindful of free and reduced lunch percentages but also look at program history and details as explained in the application. Each carries weight.

### Where do I send the application?

Please scan and email applications and follow-up reports to  
[musicmattersgrants@wmea.org](mailto:musicmattersgrants@wmea.org)

If scanning is not an option please mail or fax to  
WMEA Music Matters Grants  
19105 36th Ave W, Suite 213  
Lynnwood WA 98036  
Fax: 425-776-1795



## School Music Program Information

Name of School \_\_\_\_\_

School District \_\_\_\_\_

School Mailing Address \_\_\_\_\_ PO box or Suite # \_\_\_\_\_

City/State/Zip \_\_\_\_\_

School Contacts:

Instructor Name \_\_\_\_\_

Business E-mail \_\_\_\_\_ Business phone \_\_\_\_\_

Supervisor name \_\_\_\_\_

Business E-mail \_\_\_\_\_ Business phone \_\_\_\_\_

## Tell us about your school

What percentage of students at your school qualify for free or reduced lunch? \_\_\_\_\_

School Demographics (percentages reported to the Office of the Superintendent of Public Instruction)

\_\_\_\_\_ % African American

\_\_\_\_\_ % Native American/  
Alaska Native

\_\_\_\_\_ % Caucasian

\_\_\_\_\_ % Asian

\_\_\_\_\_ % Pacific Islander/  
Native Hawaiian

\_\_\_\_\_ % Mixed race

\_\_\_\_\_ % Hispanic

## Tell us about your program and what a grant would pay for

What is your music program's annual budget? (Music, instruments, repair, etc.) \_\_\_\_\_

How many students are enrolled in the program? \_\_\_\_\_

How much in grant funds are you applying for? \_\_\_\_\_ (maximum \$6000)

On a separate sheet of paper (no more than one page) describe your program and how a grant would be used to improve it. **Please include itemized lists of equipment, music, repairs, etc.** Be specific. Price quotes and descriptions from suppliers will suffice in most cases



## Checklist and Signatures

Please include the following information in your application:

- Fill out pages 2 and 3 of this form, scan and send, mail, or fax. Retain page 1 for your records.
- Include a narrative about your program and the specific needs to be met by the grant funds.
- Include all signatures on page 3. Be certain that administrators understand the required increase of 10% of the grant amount to go directly into the music program described in this application.
- A list of, and any cost quotes for instruments, music, equipment or other items to be funded.

## Agreement Summary

By signing this form as agents of the school district overseeing the school music program listed on this form you agree to the following terms and conditions:

- School district or school administration agrees to increase budgeted funding for the music program by 10% of the grant amount.
- All funds awarded by Music Matters will be used exclusively to benefit the school music education program(s) at the named school or district and will not replace any district funding for regular budget items.
- These funds may not be used to supplement student travel costs, contest/festival fees, capital projects or commissions for music compositions.
- The music educator named below will submit a one-page follow-up report to the Washington Music Educators Association by February 1 of the same school year that the funds are awarded, summarizing how the funds were used and the effect on students in the program. Please include pertinent photos, including any from the awards event. Administrators are invited to provide supporting statements. Videos are also accepted. If a submitted video is selected to be presented at the *Play It Forward Gala* event the school will be invited to apply for a grant for the next school year without the \$6000 limit for every three years.

\_\_\_\_\_  
School Music Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date