

## **Music for Everyone Grant Guidelines:**

**\*PLEASE NOTE\*** There is a new process for submitting grant applications. See the section on “Grant Application Procedures” for more information.

## **Submissions must be postmarked by February 8th**

Nonprofit community-based organizations and public and private schools are invited to apply for funding from Music for Everyone (MFE).

### **Mission**

Music for Everyone supports organizations that are committed to creatively utilizing music as an educational and community building tool.

### **Geographic Area Served**

Music for Everyone grants are awarded to organizations serving Lancaster County, PA. The Music for Everyone Board of Directors may choose to extend the area under unique circumstances.

### **Grant Purpose**

Grants are awarded to support projects or programs that increase access to music for typically underserved populations of any age group. Special attention will be given to grant requests that support school music programs and programs that introduce children and youth to music. Music for Everyone encourages organizations to focus on a specific program or project when requesting assistance.

### **Grant Amount**

In 2018 we expect to give at least \$100,000 in grants. Most successful grant requests range from \$500 to \$2,500, but proposals for amounts up to \$5,000+ may be submitted. Larger grants are made at the discretion of the Music for Everyone Board of Directors.

*Your grant proposal stands a better chance of being successful if it can be partially funded. For instance if your proposal asks for \$1,000 to buy 4 musical instruments we may grant you \$500 to buy 2 instruments.*

### **Grant Application Procedures**

Please refer to our Grant Application Form for instructions on how to apply for a grant. Grant applications will consist of two sections. The first, is the grant application page, which can be found on our website. The second, relates to our efforts in teaming up with online retailer Woodwind and Brasswind (Please see below). While not required, you may provide additional backup documentation about your organization and/or program.

**The 2017/2018 Grant Process:** In an effort to provide as many instruments as possible through our grant program, Music For Everyone has teamed up with online retailer Woodwind and Brasswind. WWBW has offered MFE a bulk discount on instruments through their education portal which requires a login username and password to access. You can receive your login information by emailing [mfelancaster@gmail.com](mailto:mfelancaster@gmail.com).

In completing the second section, please use the “2018 Grant Request Item Sheet” to provide information relating to the specific instruments you are requesting that are found on the Woodwind and Brasswind portal, and submit this document with your grant application. Documents should include information about the instrument, SKU number, and price.

Grant applicants who utilize the WWBW portal will be given preferential treatment, though all grants will be considered.

If an item is not available through the WWBW portal, make a note of this when submitting your grant, as this will be taken into consideration.

For any questions on the new grant process please contact MFE at: [MFELancaster@gmail.com](mailto:MFELancaster@gmail.com)

### ***Submissions must be postmarked by February 8th.***

#### **Grant Cycle**

Grants are made annually in the spring. Grant recipients will be notified and funds or instruments will be disbursed by the end of March. Organizations may receive only one grant per year.

#### **What We Do Not Fund**

Music for Everyone will not award grants to support individual musicians, attendance at conferences or seminars, fundraising events, religious or political causes.

#### **A Special Note About Churches**

MFE will consider awarding grants to churches for programs that serve the general public without promoting the specific agenda of the church. As an example, we would support a summer music program that is open to all children in a church’s neighborhood. Exceptions, if any, will be at the discretion of the MFE board.

#### **Eligibility**

Grants will be made to public, tax-exempt charities or educational organizations as defined in section 501(c)(3) of the Internal Revenue code.

#### **Criteria**

Grant proposals are evaluated according to the following criteria:

- Educational component is clearly defined with stated needs and goals, or
- The project or program has broad and/or strong community impact;
- The organization has the capability to utilize the grant funds efficiently and effectively.

### **Site Visits**

Please note that there may be a site visit prior to the award of the grant or at some point during the funding cycle. The grant review committee looks for organizations that have clearly defined goals, effective cost control and skilled management.

### **Follow Up**

All final grant decisions are made by the Music for Everyone Board of Directors. Progress reports on the use of grant funds will be required in six months and by the end of the calendar year. The final report will consist of a one to two page narrative account of program accomplishments, including a description of progress made toward achieving the goals of the grant. Grant recipients must also provide receipts (is applicable) showing that grant funds were used for their intended purpose.

MFE would also like an opportunity to speak about our organization at a district music event where the instruments are being used. If this is possible please let us know in your follow up.

### **Questions**

We welcome and encourage your questions. Please e-mail [johngerdy@aol.com](mailto:johngerdy@aol.com), [MFelancaster@gmail.com](mailto:MFelancaster@gmail.com) (Brendan Stengle), or [AGehman@mgsmail.com](mailto:AGehman@mgsmail.com) (Andy Gehman)