

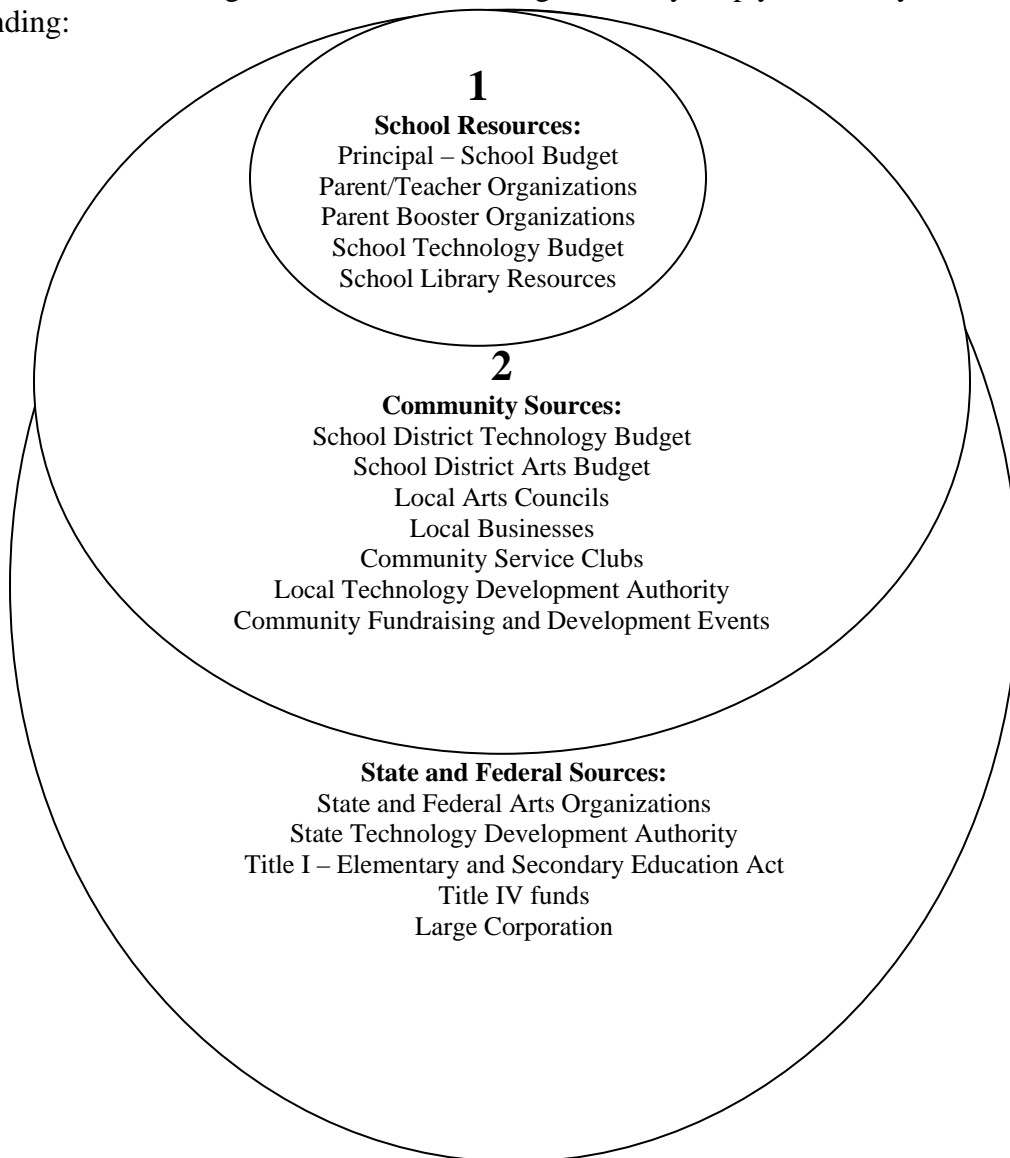
# MelodyWave<sup>®</sup> Instrument Educational Resource Schulmerich

## Funding Your MelodyWave<sup>®</sup> Instrument

As schools continue to experience budget cuts, increased enrollment, and increased legislative mandates, outside sources are responding in greater numbers with help in the form of grants. This brief guide will give you some ideas, examples, and sources for obtaining grants that could help you purchase MelodyWave<sup>®</sup> Instrument.

### Finding the Sources

Grants can come from federal, state, and local governments. There are also businesses such as Target that offer grants. Foundations are another major type of granting institution. Listings of granting organizations can be found through publications and on the internet. An effective strategy for pursuing grant sources is to begin within your school, then explore community, county, and state resources, and finally investigate sources within foundations, corporations, and the federal government. Many state and national organizations will not consider funding projects that have not explored and pursued local funding sources. The following chart may help you identify sources for funding:



A few websites that may be of interest are listed below:

[www.grant.rating.com/](http://www.grant.rating.com/)

[www.grantmemoney.com/](http://www.grantmemoney.com/)

[www.grantsfrenzy.com/educationgrants.htm](http://www.grantsfrenzy.com/educationgrants.htm)

[http://target\\_group/community\\_giving/arts\\_in\\_education\\_grants.jhtml](http://target_group/community_giving/arts_in_education_grants.jhtml)

There are also sites for which you can purchase access that give extensive information about grants. Two that are often highly recommended by users are: UncleSamsMoney.com and Grant-Sources.com.

Other organizations to explore are:

National Endowment for the Arts

The Arts Education partnership

The Neighborhood Funders Group

Kennedy Center for the Performing Arts

### **General Guidelines for Applying**

Many educators are under the impression that it is difficult to obtain a grant. The key to securing the funds from the sources you have identified is to be thorough in your research and writing. There are several things to keep in mind when writing your applications:

- It is important to read the requirements and directions on each application very carefully. Many grants are denied because they lack some required information or fail to adequately address a question.
- In general, about 20% of applications are awarded grants. This means you should apply for more than one grant. You will probably not receive a grant for every application you submit.
- Have several people review the application to edit narratives, verify statistics, and evaluate how convincing or compelling your reasons are for requesting funds.
- Check to be sure any accompanying materials such as photographs and school documents, such as mission statements or long range plans, are attached.
- Be sure the grant application arrives at the grantor's address by the grant deadline.

When writing the narrative portions or answering questions, other critical elements to include are:

- how you have aligned your project goals with the criteria of the granting entity
- the ways in which your project meets curriculum guidelines
- goals, activities, and expected outcomes
- an explanation of the ways in which the outcomes, evaluations, and/or assessments accurately address the goals of the project

## Gathering Information

Most granting entities will require some demographic information about your community and school. Frequently requested information includes:

- primary and secondary person(s) responsible for administering the grant
- school population
- percentage of students on free and reduced lunch
- an ethnic profile of the student body by percentage
- number of students who will use or be impacted by the grant
- number of faculty and staff who will be impacted by the grant
- description of the ways in which the instrument will be used in your school
- community demographics and other descriptors
- matching contributions: may be cash or “in kind” (supplies, dedicated space, equipment)
- statements of support from school officials and/or “in kind” contributors
- ways in which you can make connections with your community or give back to the community through the materials or services purchased with the grant

## Writing the Proposal or Application

Many grants have forms to guide you through the application process. It is recommended, unless the grant instructions specify otherwise, to include a cover letter with the proposal. The letter should introduce your organization and your proposal. It must also highlight the ways in which your proposal fits with the mission and purpose of the funding organization.

If the grant does not provide a form for you to complete, be sure to include the following items in your proposal:

### Part I: Organization Information

Name of Organization  
Address  
Phone / Fax / web site / email  
Name of Contact (s)

### Part II: Proposal Information

Summary of request:  
Population served:  
Geographic served:  
Purpose of funds:  
Project dates:

### Part III: Budget

Dollar amount requested  
Organization’s total annual budget  
Total project budget

### Part IV: Proposal Narrative

Brief summary of organization’s history  
Brief summary of organization’s mission and goals  
Brief description of organization’s current programs and activities  
Purpose of grant  
Student needs and benefits  
Goals of the project  
Implementation and activities involved in the project  
Creative elements in the project  
Evaluation and assessment of project outcomes

**Keeping Records**

Document, document, document! In many cases, some report about the implementation of the grant is required by the granting organization. It is important to note at the onset what information will be required, then designate the person(s) who will be responsible for keeping records, writing the report or narrative, or creating the required statistics. Photographs or other materials may be required or optional. In the case of music grants, lesson plans or programs from performances may also be requested. In some cases samples of student work, or videotape of students involved in the grant activity may be requested.

Begin keeping a file of applications. When you are awarded a grant, keep copies of the reports you submit as well. In many cases, narrative you have written or statistics you have gathered for one grant can be used or modified for other grant applications. In addition, once organizations know you have successfully written grants, you are more likely to be awarded additional grants from the original granting organization and from other sources.