

**The Gift of Music**  
Champaign Unit 4 Music Education Grant Program  
**APPLICATION**

**Overview**

The goal of the grant program is to support and enhance K-12 music education in Champaign Unit 4 School District schools. Grants will be awarded biannually on a merit basis in keeping with the eligibility and review criteria outline below.

**Deadline**

To be considered for Spring 2019 funding, applications must be submitted via mail (P.O. Box 1166, Champaign, IL 61824-1166), personal delivery (Champaign Urbana Schools Foundation Office, 32 E. Springfield Ave, Champaign), or email ([info@CUSchoolsFoundation.org](mailto:info@CUSchoolsFoundation.org)) on or before NOON, October 31, 2018 . All qualifying applications will be reviewed by a selection committee. Grants for the Spring 2019 semester will be announced by November 16, 2018.

**Eligibility Guidelines**

*Who May Apply:* Applicants must be a K-12 teacher of music education in Champaign Unit 4 School District. Collaborative proposals submitted by more than one teacher are welcome.

*Eligible Activities:* Activities may benefit a classroom, grade level, whole or multiple schools. Specific activities that will be considered for funding are:

- Student attendance at an instrumental, choral, operatic or musical theatre performance (Example -KCPA Youth Series)
- School related performance (Example -Opera for the Young Program)
- A guest artist or artist in residence program (Example -Jazz Clinic with Ron Carter)

*Eligible Costs:* Eligible costs include transportation, tickets, substitute teachers, and artist fees. The cost of relevant instructional resources, student resource materials, musical instruments and equipment (purchase, repair, and maintenance) are also eligible. Supplies must be directly relevant to the project. The cost of food is not an eligible grant expense. Grant proposals should not exceed \$3,000.

**Review Criteria**

*General:* Grants will be awarded solely on the merit of the proposal. Preference will be given to projects with a classical music focus. All proposals must demonstrate a direct connection to the music education curriculum. Performance-based proposals must show evidence of student preparation relevant and prior to the performance. This evidence may take the form of examples from student learning related to the composer, the composition or the performance itself. Proposals for instruments/equipment must include detail about the school's current instrument/equipment inventory, the number of students who will use

and benefit from the instruments/equipment, and plans to store instruments/equipment. Proposals based on Disney productions or products will not be considered for funding.

Proposals must be signed by the Elementary or Secondary Director of Teaching and Learning, in addition to the applicant(s).

*Match:* Applicants must include a minimum local match of 20% to cover program expenses. In the case of instrument/equipment requests, the required match is 50%. The match can be from the PTA, booster club, building or district budget or other sources.

*Note:* Any non-consumables purchased with grant money become the property of Champaign Unit 4 School District.

### **Project Reporting**

Within four to six weeks of project completion or implementation, grantees must submit a final report documenting program outcomes and the number of students served by the program. A report template will be provided by Champaign Urbana Schools Foundation.

Collaborative proposals must specify a lead teacher and identify all collaborating teachers. Each collaborating teacher must submit a component of the final report that addresses their discipline. The lead teacher is responsible for making sure all components are accounted for in the report.

Final reports will be reviewed and archived by Champaign Urbana Schools Foundation. Failure to submit a final report will disqualify the applicant(s) from future The Gift of Music grants.

### **Distribution of Funds**

Funds will be available through Champaign Unit 4 School District central office. Champaign Urbana Schools Foundation will provide them with a copy of your project budget. Follow Champaign School District's purchasing procedures to access the funds.

If for any reason, you are unable to implement the proposed project as originally presented, contact the Champaign Urbana Schools Foundation office immediately to discuss the best way to proceed. This includes significant changes in the proposed budget, project scope or timeline. You may be asked to submit a revised proposal, which will be considered by Champaign Urbana Schools Foundation. It is necessary to get prior approval for changes in your project.

At the end of the fiscal year, Champaign Urbana Schools Foundation will contact the districts about cancelled projects or unused funds and will request the district issue a check to Champaign Urbana Schools Foundation in the corresponding amount.

### **Section 1: Applicant/Lead Teacher information**

**Name:**

**School email address:**

**Phone number (best number to reach you):**

**What is your job title:**

**Your current school(s):**

**School mailing address:**

**Number of years teaching music education:**

### **Section 2: Collaborating Teachers**

(Include the following information for each collaborator.)

**Name:**

**School email address:**

**Phone number (best number to reach you):**

**What is your job title:**

**Your current school(s):**

**School mailing address:**

**Number of years teaching music education:**

### **Section 3: Tell us about your project.**

**Project title:**

**Amount requested:**

**Project Synopsis:** Provide a brief description of the project goal(s), activities, how the grant funds will be used, and the number and grade level of students who will benefit from the project. (Maximum 3-4 sentences.)

**Project Detail:**

If you are requesting funds to attend a performance or to bring a guest artist or artist in residence to your school, please answer the following questions.

1. How will you prepare students in advance of the performance, field trip or artist(s) visit? If applicable, please indicate how you will address the historical context of the performance.
2. What specific activities will be implemented to support the project goal(s)?
3. How does this project connect to Champaign Unit 4 School District music curriculum?
4. How will you encourage student reflection or response to the performance, field trip or artist(s) visit?

5. If your proposal includes a guest artist or artist in residence, include the number of contact hours with the artist and a biography of the artist.
6. If your proposal includes a club activity, please specify if it is during or after school.
7. If your proposal includes supplies, please explain how they are directly related to the project.

If you are requesting funds for instrument purchase, repair or maintenance, please answer the following questions.

1. How is this project tied to your curriculum?
2. What is currently available for your students to use and how many students are using it?
3. Using quality, second-hand instruments is encouraged. Are second-hand instruments available? Why are new instruments, new equipment and/or repairs necessary?
4. How will the instruments be stored?

**Timeline:**

Provide a detailed timeline for completing your project. Include the dates for key milestones including those related to planning, purchasing, implementing activities and submitting the final report. The date for submitting the final report must be within 4-6 weeks of project implementation or completion.

**Budget instructions:**

Provide a budget for your project using the Gift of Music budget form. Please list all income and expense for the entire project. Provide a short description and amount for each budget item. Reference the eligible costs listed in the Eligibility Guidelines on page 1. Supplies must be directly relevant to the project.

When calculating substitute teacher costs for your budget, use your school district's highest substitute teacher pay rate. When calculating transportation costs, please specify the number of buses needed, the number of hours you will need the buses and the mileage you will incur.

Applicants must include a minimum local match of 20% to cover program expenses. In the case of instrument or equipment requests, the required match is 50%. The match can be from the PTA, booster club, building or district budget or other sources.

**Signatures:**

Provide all required signatures using the GIFT OF MUSIC GRANT APPLICATION SIGNATURE PAGE. If more than four teachers are collaborating on the project, please print an additional signature page.