

PMTA LOCAL ASSOCIATION MATCHING GRANT PROGRAM 2009-2010 Guidelines

PURPOSE: To provide assistance to PMTA local associations for the educational and professional development of teachers, as well as support and promotion of music in the immediate community.

ELIGIBILITY: Any PMTA local association may apply. Past grant recipients are eligible to receive grants.

PROJECT SUGGESTIONS: Projects should be creative and beneficial to many individuals rather than a small, specialized group of persons. Suggested projects include:

- Educational workshops for the development of professional and musical skills of our membership
- Projects supporting MTNA member professional or educational programs such as certification
- Projects promoting interaction between local associations and student chapters, area colleges, or other musical or arts organizations
- Clinics, master classes, seminars
- Community outreach and/or educational projects
- Activities advocating music as a part of education
- Pilot projects
- Projects that explore understanding and tolerance for diversity through studying the music and dance of other cultures

THE FOLLOWING WILL NOT BE CONSIDERED FOR GRANTS:

- Fundraising projects including monster concerts
- Publisher's showcases
- Funding of award, prize or scholarship money
- Ongoing projects
- Operating expenses
- Competitions

GRANT AMOUNTS: Maximum grant amounts will be determined annually by the Board of Directors. The maximum amount for this year is \$350. The committee reserves the right –

- To award an amount less than requested when deemed appropriate.
- To decline a grant request if complete information is not provided.

AWARD EVALUATION CRITERIA: Criteria for award consideration include:

- Evidence of need for the project and benefit to members, the local association or the community
- Evidence that the project relates to stated purpose of the LA Grant program
- Quality of artistic leadership and artists (per submitted resumes and other supporting documentation) and of the project venue (if applicable)
- Existence of a well-developed plan for implementing the project, including personnel required
- Inclusion of a proposed budget for the project, including proof of matching fund availability
- Evidence of the potential for completion of the project, including proposed time frame
- Project must take place between July 1, 2009 and June 30, 2010.

MATCHING GRANT REQUIREMENTS:

ALL GRANTS MUST BE MATCHED ON A DOLLAR FOR DOLLAR BASIS IN CASH. (For example, if an applicant is awarded \$200 from PMTA, the award must be matched with \$200 by the Local Association.) In-kind goods and services may not be used to match PMTA funds.

All decisions of the Local Association Grant Committee are final.

**PMTA LOCAL ASSOCIATION MATCHING GRANT PROGRAM
2009-2010 APPLICATION PROCESS**

1. Complete ALL 3 PAGES of the application form and provide all attachments as requested in the form. Applications will NOT be considered without complete information.
2. Send the originals and additional TWO copies of all submitted materials to: Valerie Uschock, PMTA Local Associations Chair, P O Box 275, Greensburg, PA 15601. Application materials must be postmarked no later than **April 1, 2009**. Applications postmarked after that date will be returned. **Incomplete applications will not be processed.**
3. Confirmation of timely receipt of application and attachments will be sent to the local association by the Chair.
4. Grant recipients will be announced at the June PMTA Board Meeting.
5. Applicants will be notified of the committee's decision no later than June 15, 2009. All decisions of the committee are final.
6. Applicants will include a statement of recognition of PMTA in programs, advertisements, and other project-related publications (for example – This program funded in part by PMTA).
7. Upon completion of the project, the Local Association will:
 - a. Submit to the LA Chair an "Evaluation of Completed Project":

Did the project, as presented, fulfill the stated purpose for which the project was designed? If yes, in what ways? If no, why not and what changes, in retrospect, would have made the project more successful?
 - b. Communicate to PMTA members the details of the project for which they received the matching grant, either by presentation at a Board Meeting or by an article in the newsletter.

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APPLICANT INFORMATION

Local Association: _____

Project Director: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Project Title: _____

Date of Event
(Must be between July 1, 2009 and June 30, 2010): _____

It is the responsibility of the applicant to make a clear and compelling case for the request and to provide unequivocal materials in support of the request. Grant review panelists will not investigate questionable items or request clarification. Award decisions will be made solely on the basis of the application and supporting materials submitted.

CERTIFICATION AND STATEMENT OF ASSURANCE

The applicant hereby certifies that (1) the information contained in this application is truthful and correct; (2) the funds, if granted, will be used only for the purpose described in this application; and (3) the applicant will comply in all respects with the program guidelines for this grant and acknowledges that failure to do so may necessitate repayment of all grant funds.

Local Association President Signature: _____

Date: _____

Telephone: _____

E-mail: _____

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On a separate piece of paper, answer the following questions as fully as possible and attach any information pertinent to the grant request.

1. Describe the event for which you are requesting funds. Include any of the following as applicable: title, format (recital, workshop, master class), venue (local college, local music store, church, etc.), and proposed date.
2. What is the purpose of proposed event? How does the purpose of the proposed event/project relate to the purpose for which PMTA Local Association Matching Grants are awarded?
3. What is the target group for the proposed project? Who will this project benefit and how – teachers, students, parents, community members?
4. Who is/are the primary clinician(s)/artist(s)/presenter(s) for the proposed event? Summarize the qualifications of this/these person(s) **as applicable to this project**. Supporting documentation (resume, CV, reviews, etc.) should be attached as an addendum to the application.
5. How will the project be implemented? Include a list of all additional personnel required, timetable for planning and implementation, and an assessment of your organization's potential (both financial and in terms of support personnel) to complete this project successfully.
6. For which component(s) of the project is/are the funds being requested?
7. How will the educational/artistic value of this project be assessed vis-à-vis the purpose for which the project was designed and implemented?
8. Complete the project budget information (using the attached budget sheet). Materials confirming need and offering proof of matching fund availability are required.
9. In the last two years, what percentage of your membership participated in events at the local, state and national levels? What percentage of your membership served in leadership positions at the local, state and national levels?

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FINANCIAL INFORMATION

INCOME

Admissions/registration fees (make a conservative estimate)	_____
Concessions/sales	_____
Corporate/business sponsors (itemize)	_____
_____	_____
_____	_____
_____	_____
Individual support (patrons, sponsors)	_____
Other grants	_____
Other	_____
 PMTA Grant Request Amount	 _____

TOTAL INCOME \$ _____

EXPENSES

Artist/performer/clinician fees	_____
Administrative (postage, copies, supplies)	_____
Technical (sound, lighting)	_____
Space rental	_____
Travel, meal for artist/clinician	_____
Advertising/marketing (printing, programs, ads, radio)	_____
Other (insurance, utilities, etc.)	_____

TOTAL EXPENSES \$ _____

*Total Income and Total Expenses should be equal.

NON-CASH CONTRIBUTIONS (do not include in your computations)

- Tuning
- Space/instrument rental
- Printing
- Postage
- Other