

Summerfest Foundation, Inc.
2017-2018 Music Education Grants
In-School, After-School, and Summer Education Programs in
Instrumental Music
Guidelines

Application Deadline: April 17, 2017

Grant Period: Funded activity should occur from June 1, 2017 through
May 31, 2018

Outline of the Grant Program:

1. Who may apply? Southeastern Wisconsin¹ non-profits or K-12 schools (no individuals or commercial organizations).
2. Are use of grant funds limited? Yes, grants funds may only be used for the following:
 - a) Purchase or rental of musical instruments;
 - b) Repair costs of musical instruments
 - c) Purchase of sheet music for use in the program;
 - d) Reduce tuition costs for students participating in the program;
 - e) Fees of visiting teachers or clinicians for programs; and,
 - f) Supplement pay to music educators participating in the program.
3. Where must the funded activity take place? Southeastern Wisconsin
4. How much is available in Music Education Grants? A maximum award of \$5,000 for a selected program. Multiple grants will be awarded, but no applicant, or a subsidiary of an applicant, may receive more than one grant during the current Grant Period.
5. Matching funds: Applicants must demonstrate that they have matching funds available to cover administrative or operating expenses which are not eligible for this grant program.
6. Grants fund may not be used for administrative personnel, facility rentals or other non-music related services.
7. Applicants may only submit one application per grant cycle. If multiple applications are received from one applicant, all applications will be disqualified.
8. Applications must be signed by an authorized representative of applicant.

¹ Southeastern Wisconsin, as used herein, consists of Milwaukee, Kenosha, Ozaukee, Racine, Walworth, Washington and Waukesha Counties

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Purpose:

The Summerfest Foundation, Inc. ("Summerfest Foundation") has established the Music Education Grants program to support In-School, After-School, and Summer Education Programs in Instrumental Music. Education programs should focus on instrumental music education for students in grades K-12. In particular, programs should enhance opportunities for students who may have no exposure to instrumental music or to those students who may require advance instruction which is currently not available to them.

Deadline:

Applications, including any supporting materials referenced below, must be completed and received in our office at 639 E. Summerfest Place, Milwaukee, Wisconsin, 53202, by 3 p.m. on April 17, 2016. We would prefer that applications and supporting materials be submitted via www.summerfestfoundation.org. You may however submit the application by mail, hand delivery, or private carrier (i.e. FedEx, UPS, etc.). Please retain a copy of your application for your records, as we will not provide photocopying services.

General Information:

Please read the guidelines and application carefully before starting the process. Our staff will be happy to answer your questions or explain the process prior to the deadline. Please submit questions via email to meg@summerfestfoundation.org, or call us at 414-273-2680 and ask for Kelly Kasprzak. Applications and guidelines are available at www.summerfestfoundation.org.

Eligibility Requirements:

Applications will be considered from organizations with IRS 501 (c) (3) nonprofit status, or Southeastern Wisconsin based K-12 schools. Individuals and commercial organizations are not eligible.

Activity Period and Location:

The proposed activity must occur between June 1, 2017 and May 31, 2018 in Southeastern Wisconsin.

Funding Amounts and Match Requirements:

The maximum amount of a grant request is \$5,000. Grants awards may be for less than the amount requested. Applicants should secure funding from other sources for the proposed project, to match any amount received from the Music Education Grants. The match ratio is one to one. The amount and source of matching funds should be described in your application.

Application Information Requirements:

1. Letter of determination for IRS 501(c)(3) nonprofit status or Articles of Incorporation as a Wisconsin not-for-profit corporation
2. Federal Tax ID/Employer Identification (EIN) number of the applying organizations, school or school board (no Social Security numbers will be accepted)
3. Service Provider Forms must be submitted for:

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- a) Each person to be compensated with grant funds (the instructors)
 - b) Project Director (whether or not he/she is to be compensated with grant funds). This person may be the same as the applicant, the authorizing official or another person in your organization with senior responsibility for the project.
4. Authorizing Official Signature. The application must be signed by the organization's chief executive, or the school's principal, executive director, board president or other chief executive.

Disbursement of Grant Funds:

Notification of the grant awards will be sent by letter and e-mail on or after June 1, 2017. Grant awardees will be required to complete an award contract with the Summerfest Foundation detailing the terms and conditions of the grant. Upon receipt of the contract and a completed W9 Form, the Summerfest Foundation will disburse the grant funding at a time and date which will be specified in the grant contact.

Credits and Media Availability:

Grant awardees will be required to recognize the Summerfest Foundation as a sponsor of or contributor to the project by including the Foundation's name or logo in all advertisements, programs, web sites and other promotional information.

Grant Awardees may be asked to attend ceremonies or to provide media interviews or other testimonials regarding their participation in the Music Education Grants program.

Final Report:

Upon completion of the funded activity, grantees must submit a final report with the required supplemental materials that prove the project was completed within the terms and conditions of the grant contract. We encourage all awardees to submit the final report as soon as possible after the completion of the program.

Final reports must be completed on the **form** supplied by the Summerfest Foundation, and must also include:

1. A narrative report
2. A completed budget showing actual revenues and expenses
3. Copies of signed contracts or copies of signed receipts for payment for all persons paid with funds from this grant
4. Copies of cancelled checks (front and back) for items paid with funds from this grant
5. Photographs or video of the program, showing students and instructors
6. Copies of materials crediting the Summerfest Foundation as a sponsor or contributor

Complete final reports must be submitted to the Summerfest Foundation by October 1, 2018, in order to be considered for final approval. **Awardees who do not submit a final report by the deadline will not be eligible to apply for Music Education Grants in the future.**

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Evaluation Criteria:

All applications are reviewed and evaluated by a panel of consisting of Summerfest Foundation officers. The Foundation adheres to a strict Conflict of Interest policy. Panelists will recuse themselves from reviewing proposals for projects with which they or a relative are associated as board members, paid staff, volunteers or participants.

Panelists review applications solely based upon the merits of the application and eligibility requirements including:

1. Adherence to the grant guidelines
2. Completion of the application
3. Academic or artistic merit
4. Community need and impact
5. Feasibility (sufficient budget and personnel)
6. Applicant's prior success as a presenter of educational programming

Applications, Supplemental & Support Materials:

You must provide **one signed original application (a scanned PDF version is acceptable)** and one set of required supplemental or support materials, including:

1. Letter of determination for IRS 501(c) (3) nonprofit status.
2. List of the school's or school board's Board of Directors, indicating officers.
3. Service Provider Form for any people to be compensated with grant funds, plus all project directors.

Please submit only the application form and required materials. **PLEASE DO NOT SUBMIT ADDITIONAL MATERIALS.**

The Music Education Grants will not fund:

1. Performances, such as festivals, concerts or cultural events.
2. Individuals.
3. Commercial Organizations.
4. Activities that occur before June 1, 2017 or after May 31, 2018.
5. Expenses incurred prior to June 1, 2017 or after May 31, 2018.
6. Fees or expenditures other than those listed in the Guidelines.
7. Activities outside the state of Wisconsin.
8. Grants by the applicant to other organizations for programming activities ("re-granting").
9. Activities intended primarily for fundraising purposes.
10. Accumulated deficits or debt retirement.
11. Contingency funds.
12. Payment of administrative staff.
13. Operational costs.
14. Food or beverages for hospitality or entertainment functions.

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15. Fines, penalties, interest on loans or costs of litigation.
16. Lobbying expenses.
17. Fundraising.

If you have questions regarding these Guidelines, please contact us prior to the application deadline date.

**2017-2018 Music Education Grants
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Application

Application Deadline: April 17, 2017

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May 31, 2018**

Please Complete Using the Form Fields in Each Section

1. Basic Information

Applicant Name:

Address:

Federal Tax ID (EIN) Number:

Website:

Authorized Representative and Title:

Project Director: (name, title, phone and email)

Amount Requested (maximum request \$5,000):

Dates of Proposed Project:

Project or Program Summary (1-2 sentences that summarize the major activity of the proposed project or program).

Are you seeking other grants for this project?

2. What other funding sources do you have for this project that will be utilized as matching funds available to cover administrative or operating expenses which are not eligible for this grant program.

3. Applicant Information

Describe your organization (if not a school), including a mission statement, examples of prior music programs, and a summary of the community you serve:

Description of your school (include an indication if you are a private or public school):

4. Project Description

Describe the program and tell us how you intend to use the grant funds. Please be specific and use the outline on page 1 of the Guidelines as a reference.

Need: Why is this project important and what impact will it have?

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Describe the educational merit of the program:

Skills to be attained by students:

Program Partners: List and describe any other groups or organizations involved in the planning or execution of the program. Why are they involved, and how will they contribute to the program objectives.

Target Audience: Describe your students, or target students, by age and other demographic information you deem relevant.

Approximate number of students to be served:

Evaluation: What factors will you use to evaluate the success of the program and accomplishments of the students?

5. Service Provider Information (if applicable)

Name of person(s) provider services:

Address:

Phone:

Email:

Fees to be Paid for the Program:

Expense Reimbursement?

Total Fees and Expenses for this person:

Will Music Education Grant Funds be used for fees and expenses? Y/N

Describe the services to be performed:

Brief Bio or Qualifications for this provider:

6. Budget Information

Proposed Budget: Please provide a proposed budget for the program that details revenue and expenditures for the program. Also provide a listing of any "in-kind" services to be utilized for the program, including a description of the services, the source of services and the estimated value of the services.

7. Additional Documents

Nonprofit Organizations: Include a copy of the IRS letter of determination regarding your 501 (c) (3) status.

Schools: Provide the name of the Principal, and school board members.

Contracts: Copies of contracts with third party contractors who will provide any of the services referenced in your application.

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8. Certification, Disclosure and Authorization:

Do you certify that the information provided herein is correct to the best of your knowledge? Y/N

Please disclose if any directors or employees of the Summerfest Foundation, Inc., or Milwaukee World Festival, Inc., are affiliated with your organization or school, to the best of your knowledge:

Authorization: Signed in _____, Wisconsin, on this ____ day of _____, 2017.

Authorized Representative:

_____ Signature
_____ Print Name
_____ Title
_____ Date

Project Director:

_____ Signature
_____ Print Name
_____ Title
_____ Date