

The Guild of the Jacksonville Symphony Association
~Advancing the Jacksonville Symphony and Great Music in Our Community~
Harmony Grants F/Y July, 2011 – June, 2012

Description: The Guild of the Jacksonville Symphony Orchestra recognizes the value and importance of music education in our public schools. To that end, they proudly sponsor the Harmony Grants program to provide funding to public schools in four northeast Florida counties (Duval, Clay, St. Johns, and Nassau) to enhance their music education programs.

Note: *The number of Grants awarded each year will be directly related to the success of annual fund-raising efforts.*

Application Availability: On-line at jaxsymphony.org > Guild > Harmony Grants

Deadline: 5:00 p.m. on Friday, October 7, 2011.

Address: The Guild of the Jacksonville Symphony Association,
300 West Water Street, Suite 200, Jacksonville, Florida 32202
Att: Grant Coordinator

Phone: (904) 358-1479

Winner notification: November, 2011

Application Guidelines

- Educators of grades K-12 may apply for grants worth up to \$500.00 for projects or materials restricted to student music education, i.e. textbooks, instructional materials, instruments, guest performers, teacher training, field trips.
- Each school may submit up to three (3) grant applications (but only one per teacher) with completed information for each submission.
- Each application **MUST BE REVIEWED WITH, AND SIGNED BY, THE SCHOOL PRINCIPAL** to be accepted.
- Teachers from the same school are encouraged to work together on projects to maximize the number of students that will benefit from the grant.

Criteria for Committee Review and Evaluation

Please Note: Only applications presented in the following format will be considered for evaluation:

- Eight (8) collated and stapled copies of each application are to be submitted as identical packets
- Application copies must be delivered or mailed to The Symphony Guild office by the deadline date. No on-line or faxed copies will be accepted.
- All applications must be typed, double-spaced, be no smaller than 10-point font, and not exceed four (4) pages.
- All requested information for each submitted application form must be complete and categorized by number as stated on the application form. Full budget expenditure information must be “line-item” format.
- Applicant information for “Committee Evaluation Sheet” must be completed and enclosed with application forms.

Post-Grant Award Guidelines

Awardees’ Evaluation of Results and Follow-up Report will significantly impact the awarding of future Grants.

- Upon award notification, full invoice/billing information must be completed and returned to the office within one month of notification date.
- Upon project completion, each grant recipient must submit a written “Project Evaluation Form” to The Guild office on or before Friday, May 11, 2011.
- Project Evaluation Summary should include photographs, media coverage and any additional support materials. Student or class letters, essays, or artwork that describe the students’ musical experiences as a result of this funding should also be submitted. An evaluation form is available on the website.
- Grant recipients must notify The Guild office immediately if the awarded project cannot be initiated or is delayed.
- Questions should be referred to The Guild office at (904) 358-1479 or via e-mail to: scalvert@jaxsymphony.org

Recipient Agreement

If the applicant moves to another school within the school district, any tangible property acquired through this grant may remain at that school or transfer with the applicant with the approval of The Guild of the Jacksonville Symphony Association Grant Committee. It is the responsibility of the applicant to notify The Guild of any assignment changes.

If the applicant leaves the employment of the school district, all properties acquired through the grant will remain with that school district, and The Guild Grant Committee and/or Music Supervisor will determine which school can best utilize that property.

Applicant’s Signature: _____ Date: _____

Principal’s Signature: _____ Date: _____

For office use only:



The Guild of the Jacksonville Symphony Association
2011-2012 HARMONY GRANT:
APPLICATION FORM:
(Please print or type)

School Name _____

County _____

School address _____

City _____ Zip _____

Applicant's name _____ Work Phone _____

Applicant's title _____ Cell Phone _____ E-mail _____

Principal's name _____ Work phone _____

Principal's e-mail _____

Amount of funds requested: \$ _____ Number of students impacted by this grant: _____

Grade levels of students who will be impacted: _____

This top sheet MUST be included for EACH submitted application



Information for application form must be complete and categorized by number as follows:

1. Project title
2. Basic concept summary
3. Project goals and objectives: List realistic, measurable and clearly stated goals. Describe how/why the project will be beneficial.
4. Description of current music program: Tell how this project will change or enhance the current program.
5. Evaluation criteria and measurement process: Describe how you will determine that the goals and objectives have been met and include the assessment process.
6. Itemized budget: List specifically (line item format) how all funds will be spent. Be sure to include tax, shipping and handling (if any).
7. Project: Write a detailed, comprehensive description of the project that is no longer than two (2) pages.

The Guild of the Jacksonville Symphony Association
2011-2012 HARMONY GRANT
RETURN AS PART OF THE APPLICATION PACKET

TO BE FILLED IN BY APPLICANT

School name _____ County _____

School address _____ Zip _____

Applicant's name _____ Title _____

Applicant's cell phone _____ Home phone _____ E-mail _____

Principal's name _____ Work phone _____ E-mail _____

Amount of funds requested _____ Number of students impacted by this grant _____

Grade levels of students who will be impacted _____

1. Project Title: _____

2. Basic Concept Summary: _____

COMMITTEE EVALUATION FORM

TO BE FILLED IN BY REVIEW COMMITTEE

3. Project Goals and Objectives	Rating	Rating Rationale:
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4. Current Music Program	Rating	Rating Rationale:
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5. Evaluation Criteria & Method of Assessment	Rating	Rating Rationale:
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6. Itemized Budget	Rating	Rating Rationale:
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7. Project Summary	Rating	Rating Rationale:
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Reviewer: _____ Date: _____ Overall Rating _____