



Guide for Applicants, Gendler Grants Program Letter of Intent

This 1-page **Guide** offers advice for writing a **Letter of Intent to Apply** to the **Gendler Grants Program**. Those whose *Letters of Intent* are accepted will be informed by **October 31** and invited to submit a **full proposal** on or before **February 15, 2021**. Awardees will be informed by April 30, 2021, and the awards will be formally announced in mid-May 2021.

It is possible that your district has some grant-writing resources to help you; if so, be sure to get in touch with them before you begin the process.

First, carefully read the **Announcement** of the program and the **Form for Letter of Intent to Apply**; together they explain exactly what the Gendler Grants Program's reviewers expect. As you prepare your document, evaluate how well you are addressing each point. Please explain any program structures, terms, and acronyms so they are clear to the reviewers.

Note the limit on length. You want to make your best case within the page limit: profile your school; profile your program and its most significant challenge(s). Clearly state the fundable improvement(s) you want to make.

Does your school qualify to apply? Your **first critical task** is to make it clear that both your school and your music program meet the focus of this grant's program (see the Program Announcement).

Does your program have compelling needs? The reviewers also need to get a concrete sense of the current state of your music program. Please include both **data** (number and demographics of the students served, types of programs offered, staff, sources of support) and an **analysis** (within the framework of the four categories of fundable improvements listed in the Program Announcement), that highlights your greatest current challenges.

Does your proposed solution meet the Gendler Grant's goals? How do you propose to use the grant money to address the need(s) you've identified? Your **second critical task** is to provide information to the reviewers that your proposed solution will be **durable** and **significant**.

Finally, edit your final draft carefully! Review your draft for typos, grammar, punctuation, or syntax. Be clear and succinct.