



**Women's University Club Foundation  
Music Counts! Gendler Grants Program  
Form for Submitting a Full Proposal**

Congratulations! Your Letter of Intent to Apply to the Gendler Grants Program has been accepted by the Women's University Club Foundation Music Counts! Committee. You are now invited to submit a **full proposal** of 10 pages or less by **February 15, 2021**. Awardees will be informed by April 30, 2021, and the awards will be formally announced in mid-May 2021.

The Gendler Grants Program funds **durable, significant improvements** to a school's music program. It focuses on low-resourced K-12 schools with high diversity in the student body, high percentages of Free/Reduced Lunch, high incidence of homelessness among students, or other indications of significant challenges. **Specific categories of fundable improvements** to a school's music program include:

1. Startup package for a music program in a new or extensively renovated school
2. Maintenance/upgrade/expansion funding for an ongoing music program (including instrument purchase/repair, consumables like reeds and strings, educational materials like sheet music, etc.)
3. Provision of coaching/tutoring services or other learning support
4. Other student-centered need (describe and justify)

Teachers can apply for a grant at one of four levels: \$5,000, \$10,000, \$15,000, or \$20,000. The funding level requested must be justified in the description of the project goals. Each funding level can be received in one year or spread across up to three years.

**Full Proposal Part One**

The information in your Letter of Intent to Apply makes up Part One of your Full Proposal. Please restate the information below and update it as needed.

Teacher name & email: \_\_\_\_\_

Teacher phone number: \_\_\_\_\_

School and district: \_\_\_\_\_

School principal (include letter of endorsement and support): \_\_\_\_\_

School address and phone number: \_\_\_\_\_

Amount requested: \$\_\_\_\_\_ dollars (\$5k, \$10K, \$15k, \$20k)

Time period of grant request: over \_\_\_\_\_ year(s) (one to three)

- One paragraph outlining the demographic profile of the school (can be drawn from the OSPI Report Card, <https://washingtonstatereportcard.ospi.k12.wa.us>).
- One paragraph describing the current music program—number and demographics of the students served, types of programs offered (band, chorus, etc.), teaching staff, source of support (booster club or other), and any special challenges.
- One paragraph indicating the **specific category or categories (can be more than one) of fundable improvements** (drawn from the list in the Program Announcement) to be addressed. Explain briefly how you intend to use this grant to improve the music program in your school.

## Full Proposal Part Two

Part Two of the Full Proposal lays out the details of (a) the goals and rationale for your project, (b) your project plan, (c) your assessment plan, and (d) your detailed budget.

### ***Project Goals and Rationale***

In this section explain concretely and in detail the goals and rationale for your proposed project. Identify the result you hope to achieve. How will your program change between the start and the end of the grant? How will the improvements extend (or be maintained) beyond the end of the grant?

- Goals: What specific aspects of the current state of your program do you plan to improve?
- Program rationale: How will your proposal address these goals in a long-term and durable manner?

### ***Project Plan***

In this section explain how you will implement your project.

- Describe the steps involved in implementing your project plan
- Provide a detailed timeline—how will your plan unfold across the life of the grant?

### ***Assessment Plan***

In this section explain how you will assess your progress.

- What measurable changes will you track between the start and end of the grant?
- How will you compare the state of your program BEFORE the grant to the state of your program AFTER the grant?
- How will you track your progress? What criteria (evidence of change) such as interim data about key aspects of your program will you collect?

### ***Budget***

In this section explain how you developed your budget and outline your spending plan.

- *Budget justification*: Does the funding level requested support the achievement of the goals of the program? – justify with specifics. Describe how and when the money will be spent across the grant period.
- Provide a detailed budget that includes the cost of each item, including tax.
- Include documentation of any agreements you have reached with providers.

A final report must be submitted at the end of the granting period. For multi-year projects, annual report(s) are also required.

The Music Counts! Committee will work with awardees to ensure the success of all awards.

**Complete and email this form as an attachment to [CE&O@seattlewuc.com](mailto:CE&O@seattlewuc.com). Use the subject line “Gendler Full Proposal” plus your last name.**