



Guidelines: Preparing a Full Proposal for the Gendler Grants Program

Congratulations! Your Letter of Intent to Apply to the Gendler Grants Program has been accepted! This document is intended to help you prepare your Full Proposal.

First, some reminders:

- The Gendler Grants are intended to fund **durable, significant** improvements to your music program. The reviewers of your proposal will expect you to make a strong case that the investment you are requesting will achieve both these goals.
- To do that, you should describe the **current state** of your program, identify the **highest-impact problem(s)** that you want to solve, and explain **how your solution will lead to durable, significant changes**.
- Your next challenge is to plan how you will **document** the success of your project—how will you know that it is working? To accomplish this goal, you will need to plan to collect evidence about both the “before” state of your program and the “after” state.
- Finally, keep in mind that we have an obligation to be good stewards of the funds we are dispensing. This means that we need to see exactly what you are planning to do with the funds and expect to receive periodic reports accounting for expenditures (with receipts etc.).

A few notes about the **reviewers** of your proposal:

- We have a grant review committee that will read all the Gendler Grants Program full proposals, evaluate them using the guidelines set out above and in our other grant documents, and make the decisions regarding funding.
- Not all of the members of this committee have taught in the K-12 system in our region. Don't assume that we already know how your program is organized, or know how your current funding works, or what acronyms are currently in use in your district. In short, don't assume knowledge that your reviewers probably don't have.

Suggestions for your process:

- In your letter of intent, you gave us a vision of your plan that was persuasive enough for us to invite you to submit a full proposal. Now is the time to get very concrete! To stay on track, keep the following documents on hand: Announcement of the 2021 Music Counts! Gendler Grants Program; Letter of Intent to Apply; Guide for Applicants, Letter

of Intent; Form for Submitting a Full Proposal; and this Guide for Preparing a Full Proposal. These five documents provide extensive information about exactly what reviewers will be looking for. They are available here:

<https://www.womensuniversityclub.com/philanthropy/outreach/grants-to-k12-music-programs>

- Create a detailed **outline** of your grant document that duplicates the specific headings and guidelines in the Form for Submitting a Full Proposal.
- As you solidify your plan of attack and gather supporting information, plug in your data, explanations, etc. within the framework of that outline. Remember: your reviewers expect to find responses to every point raised in these documents.
- Periodically, re-read these documents and compare them to the contents of your draft. Be sure you are addressing the questions and issues to the best of your ability. Read, think, focus/ revise/clarify!
- Get another pair of eyes to look at your draft. Often we think we've been very clear but someone else doesn't understand what we mean.
- Put your "final" document down for a few days before the submission deadline, then take a hard look at it. Check for typos, grammar issues, and vague statements, and correct them! Ask someone else to read it again as well.
- Submit your proposal by the deadline of February 15th to Community, Education & Outreach ce&o@seattlewuc.com.