

The Bubs Foundation: **GRANT APPLICATION INSTRUCTIONS**

To apply for a grant from The Bubs Foundation, please send application materials to Travis Marshall, Grant Coordinator. Application materials may be submitted via email to grants@bubsfoundation.org or via hard copy to:

The Bubs Foundation
c/o Travis Marshall
4 Cordis Street, #2
Charlestown, MA 02129

If your application materials are submitted via email, the information requested below must be submitted collectively either in the body of the email or as a PDF attachment. We will not accept applications submitted in any other manner. Please ensure that your submitted answers are numbered and matched with corresponding question numbers below.

By applying, you agree to meet the following deadlines. Any applications received after September 30 will be considered for the following school year's grants. If chosen to receive a grant, your purchases must be made by January 31 following the October receipt of the grant. The May 31 Report must include copies of all receipts, a report detailing the outcome of the project and photos where possible. The Bubs Foundation reserves the right to request immediate repayment of the grant if the deadlines are not met or if the grant is not used as described in your application.

Deadline

September 30	Deadline for Application Submission
October	Grant Recipient(s) notified via phone
October 31	Grant Letter and Check sent
January 31	Deadline for Grant-eligible Purchase(s)
May 31	Deadline for Submission of Report, Receipts and Photo(s)

If you have any questions, or if you wish to submit additional materials in support of your application, please email Travis Marshall or include with your mailed application.

Please complete the following:

GENERAL INFORMATION

1. Name, title, and contact information (including physical address, email, and phone) of the person submitting this application.
2. Name, title, and contact information (including physical address, email, and phone) of the person primarily responsible for the project described below.
3. Name(s) and contact information of the school(s) at which the project below will take place.
4. Name(s) and contact information of the principal(s) of the school(s) listed in #3 above.

5. Title of the project for which grant funding is requested.
6. Total project budget.
7. Total amount requested from The Bubs Foundation (not to exceed \$2,000).
8. Other sources of funding for the project. Please indicate the source, the amount, and whether the funding is confirmed or anticipated.
9. Start and end dates of the project.
10. Do you attest, to the best of your ability and knowledge, that the information provided in this application is valid and accurate? (Please write your name, followed by "yes" or "no".)

PROJECT BACKGROUND & DETAILS

11. Please describe your school's vocal music program, including the number of teachers and students involved, the number of performances, the types of instruction offered, the types of music represented, and the ways in which your program builds upon feeder programs and prepares students for further involvement in music.
12. Please provide us with some background information on the qualifications and experience of the key professional personnel involved in your vocal music program.
13. Please describe in general terms the student population involved in your school's vocal music program, including grade levels, male/female mix, ethnic backgrounds, economic profile, and prior musical training, if any.
14. Please describe in detail the project or expense for which you are requesting support. Be sure to provide enough information for our grants panel to gain a thorough sense of how your project will be carried out and what it will accomplish, including how many children will be impacted. Where possible, provide such details as the names and/or titles of key personnel, the dates of events, classes, and performances, repertoire specifics, etc.
15. Please provide a cost breakdown of your project. Be as specific as possible.
16. If you receive a grant from The Bubs Foundation, will your project definitely proceed as planned, or is it contingent upon other factors, such as your securing other funding?
17. If you do not receive a grant from The Bubs Foundation or you receive less than requested, will you proceed with your project?