

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
6 Hemman St
Roslindale, MA 02131

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.

Deadlines

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.



**The Bubs Foundation
School Vocal Music Grant Program**

Application Package

Contents:

- Page 3** – **Background Info on Bubs Foundation and Grant Program**
Page 4 – **Cover Sheet Template**
Page 5 – **Authorized Applicants' Signature and Acceptance Form**
Pages 6 & 7 – **Application Questionnaire**

PLEASE NOTE:

All applicants must complete and submit an application in order to be considered for selection. The application must contain, at minimum, the following three documents:

- Completed Application Cover Sheet.
- Authorized Applicants' Signature and Acceptance Form.
- Completed Application Questionnaire

About the Bubs Foundation:

The Bubs Foundation's mission is to **awaken in young people a passion for expression and learning through music**. To support its mission, the Bubs Foundation provides financial assistance grants to middle schools and high schools to augment under-funded programs and to support inspiring music teachers.

The Bubs Foundation is a non-profit, 501(c)(3) organization, and was formed by alumni of the Tufts University Beelzebubs. Inspired by the positive influence of choral music among school-aged children in economically disadvantaged areas, The Bubs Foundation was formed because the founding members believed that the experience of a cappella music at Tufts, and previously in high school, had a significant and positive impact on their lives. The mission of the Bubs Foundation is to help make a difference in the lives of a new generation in a similar way.

About the Bubs Foundation Grant Program:

During tough economic times, budget makers often look to the arts when needing to make cuts -in several public schools around the greater Boston area, music programs have been cut deeply or eliminated entirely. The Bubs Foundation's grant program is meant to support these programs and the professionals who work hard every day to teach music in difficult circumstances.

This grant program provides financial assistance awards of up to \$2,000 to support the purchase of materials and supplies that directly support the success of middle school and high school vocal music programs. Awarded grant funds may be used to purchase sheet music, stage risers for performance, keyboards, and other similar items. Any middle school or high school located in the Boston area is eligible to apply. Financial assistance award decisions are made based on project focus, need, and other factors.

Bubs Foundation Application Cover Sheet

Name of Applicant Organization (<i>School</i>):		Applicant Org Website (if available):	
Applicant Organization Street Address:	City/Town and Zip Code:	Telephone:	Fax:
Name of Primary Application Contact:			
Primary Contact Title:	Contact e-mail address:	Direct Telephone #:	
Name of School Principal:			
Contact e-mail address:		Direct Telephone #:	
Department or Program Supported by Requested Grant (<i>i.e.</i> "Middle School Music Dept", "9 th Grade Choir"):			
Name of Department or Program Contact Responsible for Grant Implementation (<i>If different from above contacts</i>):			
Implementation Contact Title:	Contact e-mail address:	Direct Telephone #:	
Brief Description of Project (Goal, Unmet Need, Use of Funds):			
Cost- Total Cost of Project Activities (\$):		Project Timeline- Start Date:	
Grant Funding Amount Sought (\$):		End Date:	
Other sources of funding for the project (Please indicate the source, the amount, and whether funding is confirmed or anticipated):			

Authorized Applicant's Signature and Acceptance Form

The undersigned is a duly authorized representative of the applicant listed below. The applicant has read and understands the Application requirements. The undersigned acknowledges that all of the terms and conditions of the Application are mandatory.

The applicant acknowledges and agrees that the Bubs Foundation has no obligation, and retains the sole discretion to fund or choose not to fund the application set forth herein, and that the Bubs Foundation receipt of the application does not imply any promise of funding at any time.

I certify that the statements made in this application, including all attachments and exhibits, are true and correct to the best of my knowledge.

Applicant: _____
(Printed Name of Applicant)

By: _____
(Signature of Authorized Representative)

Name: _____

Title: _____

Date: _____

Bubs Foundation Application Questionnaire

Please expand the space for responses for each question as necessary.

1. 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 styles of music represented, and, if applicable, the ways in which your program builds upon feeder programs and prepares students for further involvement in music.

2. Please provide us with some background information on the qualifications and experience of the key professional personnel involved in your vocal music program.

3. 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.

4. 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.

5. 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?

6. If you do not receive a grant from The Bubs Foundation or you receive less than requested, will you proceed with your project?

7. Please provide a cost breakdown of your project. Be as specific as possible.