



Mount Diablo Music Education Foundation

www.mdmusicfoundation.org

MDMEF Grant Application

Before completing this Grant Application, applicants should review the MDMEF Grant Guidelines to ensure the proposed grant meets MDMEF's criteria. Applicants are also encouraged to discuss with MDMEF the suitability and timing of a grant before completing the Application. Inquiries may be directed to Joan Miller, President of MDMEF, by fax (925-930-7923) or email (mdmef09p@yahoo.com).

A completed Grant Application will consist of (a) a completed Cover Page in the form that follows, (b) a proposal addressing each of the points outlined below, and (c) the attachments listed in section 4, below.

Please structure your proposal to provide the following information in the order indicated and using the headings and subheadings indicated. Your proposal does not need to be long, but it should be complete.

1. Applicant Information (if applicant is an organization)
 - Summarize your organization's history.
 - State the organization's mission and goals.
 - Outline current programs and activities.
 - Highlight organizational accomplishments.

2. Project Information
 - Describe the proposed program or project.
 - Identify the needs, problems, and/or opportunities to be addressed. What are the challenges the project faces? Who else in the District is addressing this issue?
 - Identify the students to be served and how they will benefit. How will you reach them?
 - Explain how the project contributes to music education?
 - What are the goals of the project? How will you achieve these objectives?
 - Outline key staff and volunteers' qualifications and experience critical to the project.
 - Identify other organizations and/or partners participating in the project and their roles.
 - Provide a timetable for the project.
 - Describe the fundraising strategy for the project. How will the project be sustained financially?

3. Evaluation
 - Describe the plan for evaluation. For instance, how will evaluation results be used and/or disseminated? Who will be involved in the evaluation?

4. Attachments
 - Project financial statements (expenses and income) for the past year and projections for up to two years, as applicable.
 - List of other sources or potential sources of funding and amounts committed by or requested from those sources for the project.
 - If the applicant is an organization:
 - A copy of your IRS determination letter of 501(c)(3) tax-exempt status, if applicable.
 - List of Board of Directors including affiliations, tenures, and terms.
 - Annual Report (if available).
 - Financial statements for the last fiscal year and current operating budget for the organization (expenses and income).



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Date of Application: _____

Name of Applicant: _____
(Must be a 501(c)(3) Non Profit)

Executive Director (if any): _____

Contact Person/Title (if different from Ex. Dir): _____

Email: _____

Organization Website: _____ EIN: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Fax Number: _____

Project Name: _____

Purpose of Grant: _____

What age group will your project serve? _____

What demographic will your project serve? _____

Beginning and ending project dates, if applicable: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Is your organization an IRS 501(c)(3) not-for-profit? _____ Yes _____ No

If no, do you have a fiscal sponsor? _____ Yes (Name: _____) _____ No

Applications should be sent directly to:

Mount Diablo Music Education Foundation
25A Crescent Drive, #165
Pleasant Hill, CA 94523.