

FLORIDA ELEMENTARY MUSIC EDUCATORS ASSOCIATION

A component of Florida Music Educators Association



Dorothy Land Past Presidents Grant

Sponsored by

Florida Elementary Music Educators Association

FEMEA will offer up to two grants of up to \$1,000 on a competitive basis to elementary music teachers who are members of FEMEA. The purpose is to encourage teachers to develop projects that promote research, creative teaching and innovation, and exemplary models of teaching in the elementary music classroom.

Process

1. Up to two grants of up to \$1,000 will be awarded.
 - A. Grant funds will be used from January to January.
 - B. Grant money should not be used to purchase everyday supplies normally included in the regular school budget.
 - C. Requests for equipment will not be granted unless the equipment is for the project activities.
2. Applicants must be current members of FEMEA. The project must have the approval of the school principal or authorized school district staff person.
3. Applications are available on the FEMEA website, from the District Chairpersons or from the Grant Chairperson:
Suzy Reiser
1929 22nd Street
Vero Beach, Florida 32960
4. Completed applications, one original and seven additional copies, must be sent to the Grant Chairperson by October 30th.
5. The grant recipient(s) agree(s) to
 - A. Author a 200 word abstract or summary, to be submitted for possible publication in the Florida Music Director magazine. Black and white camera-ready photos are encouraged with faces appearing no smaller than a dime.
 - B. Participate in the Curriculum Fair at the Clinic/Conference following the awarding of the grant.
 - C. Provide a financial statement of project expenditures with receipts included. This statement must be received on or before June 30.
 - D. Permit FEMEA to publish the project and distribute it to FEMEA, if desired.

Review Process

Grant requests will be reviewed by a Grant Committee which shall consist of seven elementary music teachers, one from each district of FEMEA. The Grant Committee members and current FEMEA board members may not apply. Grant recipients must wait one year before reapplying. Applications will be coded by the Grant Chairperson to make the

review process anonymous. Grant Committee members will not discover the identity of the applicants until the review process is completed.

Criteria

Criteria to be used in ranking applications are:

1. Need for grant request is clearly stated and includes:
 - A. Data upon which the need is based
 - B. Rationale for implementing the project
 - C. Benefit to the school or the district
2. Clearly defined project objectives are provided
3. Innovative/appropriate activities which are related to each objective are provided
4. Task plan and time line shows how and when program activities will be accomplished
5. Evaluation design targets each object of the project
6. Project costs are itemized and correspond to activities
7. Application is complete and clear
8. Budget figures are accurate

Schedule for Teaching Grants

January	Grant applications are available from Grant Chair and District Chairpersons and on FEMEA website
October 30	Grant applications due to Grant Chairperson
November	Grant applications reviewed by Grant Committee
November	Grant Committee makes recommendations to Grant Chairperson
December	Results are mailed to applicants
January	Grant recipients(s) recognized at the annual FEMEA business meeting
June 30	Grant article with abstract and financial statement due to Grant Chairperson
January	Grant recipient(s) display(s) project(s) at the Clinic/Conference

Checklist and Helpful Hints

1. Did you meet the deadline?
2. Is the need clearly stated? Did you include data upon which the need is based? What is the rationale for implementing the program or the benefit to the school, classroom or district?
3. Are proposal guidelines followed? Are your responses in the exact order requested on the form?
4. Are the project objectives clearly defined?
5. Are proposal elements interesting and attractive to catch the readers' attention? Are the innovative program activities related to each objective?
6. Is the task plan clear? Does it include dates and project activities with the timeline? Does the project description tell exactly how and when project activities will be accomplished and how purchased items will be used?
7. Is an evaluation procedure listed for each specific objective?
8. Does the budget match the proposal activities?

9. Is grammar correct? Are typographical mistakes corrected? Are claims substantiated? Are sentences clear, uncomplicated, and careful in construction? Is information complete? Does the proposal avoid having sentences or sections which the reader may have to reread to understand?

Application Guidelines

1. The completed application includes cover page, the body (one to three pages describing the project), and the budget page. Signature by your principal or district staff person is required. Your name and school name should appear **ONLY** on the cover page in order to insure an anonymous review process. Please make sure no other identifying names appear with the grant packet. The body of the application should include the following:

- A. The **Project Title** must not contain your name or your school name.
- B. The **Population Served** should include the number of students involved in your project as well as figures relating to economics, i.e., socioeconomic status, ethnic composition, age, grade level, number of parents in PTA or volunteering, mobility of students, and other factors affecting your program such as suspension or dropout rates or absenteeism.
- C. The **Project Overview** is a brief summary of your project.
- D. The **Background/Need statement** is a summary of the students, school, community relating to the reason why you need this program.
- E. **Project Goals** are broad statements of intent and purpose.
- F. **Project Objectives** are specific and measurable statements describing the activities and outcomes of the project.
- G. The **Project Description** is a detailed description of the activities to be used to accomplish each objective. The task plan and time line as well as the role of teachers, parents, volunteers, and/or students in the operation of the program should be included in this section.
- H. The **Evaluation** section explains how you will measure each objective and when.
- I. The **Estimated Budget** is an itemized listing of where the funds will be spent. Requests for materials will be denied if items are not specifically for this project and its related activities. Please use the Estimated Budget Sheet supplied in this packet.

2. Grant applicant will submit one original and seven copies not later than October 30th to the Grant Chairperson Suzy Reiser at 1929 22nd Street, Vero Beach, Florida 32960. Grant application must not exceed three typed pages in 10 or 12 point, single spaced type.

COVER PAGE

FEMEA



DOROTHY LAND PAST PRESIDENTS GRANT

Application must be typed or duplicated in this exact form.

Title of Project:

Name of Teacher and Email Address:

School Site:

School Address:

School Phone Number:

Home Address:

Home Phone Number:

Signature of Teacher: _____

Name of Principal/District Staff Person: _____

Signature of Principal/District Staff Person: _____

(Signature of principal or district staff persons indicates support of the project.)

For use by Grant Chairperson Only:

Project Number _____ **Rank Number** _____

