



## NCMEA MINI-GRANT AWARD

### Description of Mini Grant Award

- The Music Education Incentive Mini-Grant Program is intended to afford music teachers an opportunity to develop special projects to increase the existing potential for a quality music education program.
- These projects may be proposed for funding on a matching or non-matching basis at the applicant's discretion. The total amount of funding requested from NCMEA may not exceed \$1,000.00. No individual will be awarded more than one mini-grant within a five year period.

### Criteria

- Applicant must be a current member of NCMEA. Preference will be given to active teachers in North Carolina.
- The proposal must show clearly its relation to the ongoing program and compliance with the program outlined in the North Carolina Standard Course of Study. The proposal should be designed to improve teacher competencies and/or opportunities for students enrolled in the music program.
- If the project is a research proposal, it should be directed toward "action research". The grant may not be used for Master's or Doctoral projects.
- Application must include budget breakdown indicating how funds will be spent.
- Applications must be postmarked on or before March 15 for an award made for the NCMEA fiscal year beginning July 1 of the year of application.
- Within six weeks of the stated completion date,
  - A written report assessing the outcome of the project must be submitted to the Chair of the Mini-Grant Committee; and
  - An itemized financial report with attached invoices reflecting all expenditures of project funds should be submitted to the NCMEA Executive Director.

## Procedures

- Application blanks may be secured from the Executive Director or on the NCMEA website, [www.ncmea.net](http://www.ncmea.net).
- Completed applications for the Mini-Grant are to be sent to the Executive Director by March 15 for an award to be made for the NCMEA fiscal year, beginning July 1 of the year of application.
- All completed application blanks will be forwarded to the Chair of the Mini-Grant Committee for action.
- Applications will be reviewed by a committee appointed by the President and approved by the NCMEA Board of Directors.
- Priority will be given to projects which, in the opinion of the committee, will result in positive improvements of the overall program, both local and statewide.
- Prior to the Spring NCMEA Board Meeting, the committee will forward the approved applications to the Executive Director, listing them in order of preference.
- In preparing the budget, the Finance Committee will determine how many of the proposals can be funded for the next fiscal year and make their recommendations to the NCMEA Board for approval at the spring meeting.
- The NCMEA Executive Director shall notify all applicants of their acceptance or rejection within five days following the board meeting.
- The successful candidate(s) will submit a letter of acceptance for the funds no later than 4 weeks prior to the beginning of the project, but no earlier than July 1 of the year of application.
- The NCMEA Executive Director will issue checks directly to the Mini-Grant recipients.
- The recipients will be recognized at the annual In-Service Conference.
- A written report assessing the outcome of the project must be submitted by the recipient to the Chair of the Mini-Grant Committee within six weeks of the stated completion date.
- The Chair will present a summary of the recipient's written report/s at the next regular NCMEA Board meeting following the completion of the project.



## NCMEA Mini-Grant Application

Submit typed original copy.

Applicant's Name \_\_\_\_\_  
Last First Middle

School Name \_\_\_\_\_

School Address \_\_\_\_\_  
Street City Zip

School Phone Number \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City Zip

Phone Numbers \_\_\_\_\_  
Home Cell Other

Preferred Email Address \_\_\_\_\_

MENC Membership Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Project starting date \_\_\_\_\_ Anticipated completion date \_\_\_\_\_

Amount of funding requested \_\_\_\_\_ Matching Funds (if applicable) \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
Type Principal's Name

**Answer the following questions on attached sheets:**

**Project Description** (Relate project to Mini-Grant selection criteria: include all pertinent dates, locations, products, and /or names)

**Project Budget** (Describe use of funds: include itemization of expenditures and total request)

## **Agreement**

Within six weeks of completion, I agree to submit a written evaluation of the project, including an itemized budget statement with attached invoices reflecting all expenditures of project funds.

\_\_\_\_\_  
Applicant's Signature indicating agreement to terms of NCMEA Mini Grant

Date \_\_\_\_\_

**Application must be postmarked by March 15.**

Submit Application Form to  
Reta Phifer, Executive Director, NCMEA  
7520 E. Independence Blvd., Suite 155  
Charlotte, NC 28227