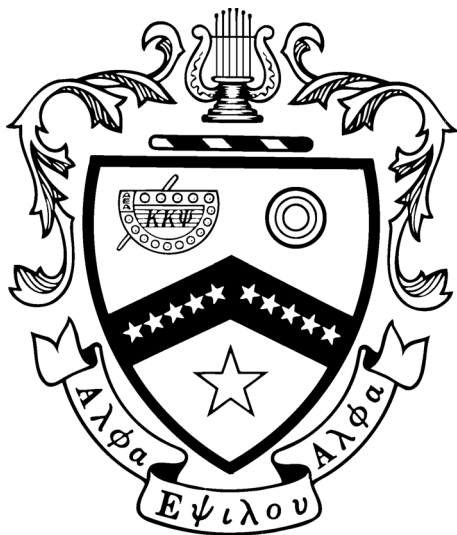


**KAPPA**

**MATCHING  
GRANTS  
PROGRAM**

**KAPPA**

**PSI**



## **PURPOSE**

In order to promulgate Kappa Kappa Psi's "mission" of promoting the advancement of college and university bands through dedicated service and support to bands, and recognizing the significance of providing guest conductors and performing artists to work with our concert bands, the National Council of Kappa Kappa Psi has created a Matching Funds/Grant Program to provide financial support for obtaining guest conductors and performing artists for college/university concert bands.

## **CRITERIA**

The Matching Funds/Grant Program of Kappa Kappa Psi has three fundamental criteria:

1. The funded project will include at least one public performance by one or more of the college/university concert bands featuring the guest conductor(s) and/or performing artist(s).
2. The funded project will be student-centered, with a clear focus to the improvement of teaching and learning through workshops, master classes, and/or clinics provided by the guest conductor(s) and/or performing artist(s).
3. The funded project will clearly demonstrate the standard of excellence and musical achievements of the guest conductor(s) and/or performing artist(s).

## **APPLICATION INSTRUCTIONS**

### **Basic Requirements**

Applicants must make a convincing case for the importance of the project and (1) describe how the project will be "student-centered," with a clear focus on the improvement of teaching and learning through workshops, master classes, and/or clinics provided by the guest conductor and/or performing artist; (2) describe how the project will demonstrate the achievements of the guest conductor and/or performing artist; and (3) demonstrate that staff and institutional resources appropriate to the goals of the project are available and committed. The funded project must include at least one public performance. This is a *reimbursable* grant program; funds will be paid to the institution only upon completion of the project and submission of a final report.

### **Size of Awards**

Awards range up to \$500, and the use of federal, state, local, or private matching funds is encouraged. Because of the limited funds available for this program, Kappa Kappa Psi normally can contribute only part of the funds needed to carry out a project.

### **Eligibility for Kappa Kappa Psi Support**

Any band director at any accredited college or university in the United States may apply for a grant.

## **APPLICATION INFORMATION**

### **Preparation of Application**

All applications to Kappa Kappa Psi should present, in a clear, coherent manner, a sound justification for the proposal and an appropriate plan of work. The application should be limited to two double-spaced pages (approximately 600 or fewer words), with appendices used to provide appropriate supplementary material, such as concise (maximum of two pages each) and current résumés. All applications must be typed/word processed.

## **APPLICATION CONTENT**

### **1. Applicant (Grant Author and Contact Person)**

List the name of the person who will carry out the project or be chiefly responsible for directing it, including preferred form of address (Mr., Mrs., Miss, Ms., Professor, or Dr.). Include the applicant's university or college name, full street address or campus mailing address, telephone number with area code (and, if applicable, extension), FAX number and e-mail address. If the contact person is different from the grant author, provide information for both.

### **2. Name of Guest Conductor**

Provide the name of the guest conductor/performing artist chosen. Attach supporting biography/resume/background information.

### **3. Performance**

List anticipated date(s) and place(s) of public performance(s). If possible, include a copy of the concert program as an appendix. If the project involves performance of materials currently under copyright, the applicant should indicate what has been done to secure the necessary permission to perform the materials

### **4. Student Workshops**

Describe, by number and type, the clinics and/or workshops to be conducted by the guest conductor/performing artist, estimated number of participants in each, and timeline of activities. If possible, provide a syllabus.

### **5. Evaluation**

Describe the assessment strategy to be used to evaluate the impact of the project.

### **6. Statement of Significance and Impact of Project**

Provide a clear and concise one-paragraph explanation of the nature of the project and its value to students and general audiences. Applicants should describe the scope of the project, the materials to be used, the relationship of the project to the institution's overall music education program, and what difference the results of the project will make, and to whom. Describe clearly how the project is "student-centered."

### **7. Project Costs and Financial Support**

A. List all projected costs associated with bringing the guest conductor(s)/performing artist(s) to your campus. Include travel and housing, student materials, etc.

- B.** List all sources of funding for the guest conductor(s)/performing artist(s) appearance:
- i. Kappa Kappa Psi
  - ii. College/university
  - iii. Private donor
  - iv. Federal
  - v. Concert admission fees

### **8. Supporting Materials**

Attach any supplemental information which you consider important, including letters of commitment from outside participants and cooperating institutions, a history of the project (including any preliminary research or planning, the financial support the project has already received, and clinics/concerts previously conducted, if project is part of an on-going series), and a brief résumé (two-page maximum) for each project participant. Testimonials (as opposed to letters of commitment from conference participants or letters of interest from prospective publishers) should not be included. Illustrative or descriptive material from preliminary work or previous periods of support may be included in an appendix but should be limited to essential information.

**9. Signatures and Date.** All applications are required to be signed and dated by the following persons:

- A.** Grant author
- B.** Department chair, college dean, and/or appropriate administrator
- C.** University or college grants/contracts administrator

### **COPIES OF APPLICATION**

Applicants should submit five copies of the application, including one copy with the original signatures.

Mail completed application package to:  
Matching Funds Program  
Kappa Kappa Psi  
P.O. Box 849  
Stillwater, OK 74076-0849

If sending application by private courier  
(United Parcel Service, Federal Express,  
Airborne, etc.), the address is:  
Matching Funds Program  
Kappa Kappa Psi  
Stillwater Station  
410 E. 9th Ave.  
Stillwater, OK 74074

Applications may not be submitted to Kappa Kappa Psi by means of a FAX machine or via electronic mail.

### **DEADLINE**

The complete application package must be postmarked no later than **July 1**. Kappa Kappa Psi will acknowledge receipt of applications as soon as possible. The review of applications requires approximately two months, and applicants will be notified of Kappa Kappa Psi's decision early in September. Funds will be available as early as October 1.