

**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 electronic mail to travis.marshall@gmail.com or via hard copy to:

The Bubs Foundation
c/o Travis Marshall
4 Cordis Street, #2
Charlestown, MA 02129

If your applications 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 cannot accept applications submitted in any other manner.) Please number your answers according to the numbers below.

If you have any questions, or if you wish to submit additional materials in support of your application, please contact Travis Marshall at the email address above.

GENERAL INFORMATION

1. Name, title, and contact information (including physical address, email, and phone) of the person submitting this application.
2. Name, title, and contact information (including physical address, email, and phone) of the person primarily responsible for the project described below.
3. Name(s) and contact information of the school(s) at which the project below will take place.
4. Name(s) and contact information of the principal(s) of the school(s) listed in #3 above.
5. Title of the project for which grant funding is requested.
6. Total project budget.
7. Total amount requested from The Bubs Foundation (not to exceed \$2,000).
8. Other sources of funding for the project. Please indicate the source, the amount, and whether the funding is confirmed or anticipated.
9. Start and end dates of the project.
10. Do you attest, to the best of your ability and knowledge, that the information provided in this application is valid and accurate? (Please write your name, followed by “yes” or “no”.)

PROJECT BACKGROUND & DETAILS

11. 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 types of music represented, and the ways in which your program builds upon feeder programs and prepares students for further involvement in music.
12. Please provide us with some background information on the qualifications and experience of the key professional personnel involved in your vocal music program.
13. 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.
14. 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.
15. Please provide a cost breakdown of your project. Be as specific as possible.
16. 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?
17. If you do not receive a grant from The Bubs Foundation or you receive less than requested, will you proceed with your project?