**2019 Request for Proposals – rural counties**

Funding Priority

The purpose of the Hughes & Jones Music Fund is *exclusively to purchase musical instruments for use in Nevada public schools.* All instruments will remain the property of the school and available for the continuous loan and use by participating students.

Rural Counties are the focus for odd years. Clark County School District and Washoe County School District will be the RFP focus in even years.

Grant Amounts

The Hughes & Jones Music Fund will accept proposals in 2019 exclusively from Nevada rural county Middle and High Schools. Only one (1) proposal may be submitted per program. A school may submit more than one proposal, if both submissions are scored to be awarded, the total awarded for the school would not exceed $5,000, and would therefore be divided equally between two programs. A total of $100,000 is available; approximately twenty (20) grants will be awarded at a maximum of $5,000 per grant.

The top scored program from last year is included by way of example.

Proposal Instructions

* Proposals must be typed on 8 ½” x 11” white paper
* 1” margins and 12-point font
* Single-spaced and single-sided
* Narrative responses must be limited to 4 pages
* Submit original Cover Sheet
* Respond to all nine (9) proposal questions
* Budget and budget justification must be limited to 1 page

Submission Instructions

* Clip, do not staple papers
* Submit one (1) original and one (1) copy of the entire application
* Do not submit anything except that which is required in this RFP
* Proposals must be postmarked or delivered by March 28th to:

Nevada Community Foundation

Attn: Hughes & Jones Music Fund

410 South Rampart Blvd, Suite 390

Las Vegas, NV 89145

Late proposals will not be acknowledged or reviewed.

Timeline

|  |  |
| --- | --- |
| January 28, 2019 | Release RFP |
| March 22, 2019 | Proposals due |
| April 26, 2019 | Awards announced by email |
|  |  |

2019 Cover Sheet

School Name:

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_

Address:

City: Zip Code:

Phone ( ) Fax: ( )

Person familiar with this request:

Name

Title

Email Address

Phone Number & Extension

Amount requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ($5,000 maximum)

The undersigned certifies that the information contained in this application is true and correct to the best of his/her knowledge.

Typed Name

Email Address Phone Number & Extension

Signature of Principal or Administrator Date

Proposal Questions

1. Describe your school and the community it serves. (10 points)
2. Describe the target population of this program. (10 points)
   1. Age of students/youth.
   2. Gender make-up of the students/youth.
   3. Race/ethnicity of students/youth.
   4. Income level of families.
3. Describe the program for which musical instruments are needed. (20 points)
4. What musical instruments will be purchased with this funding? (5 points)
5. What is the need for the musical instruments being requested? (10 points)
6. How will the musical instruments being requested enhance or benefit your program? (15 points)
7. How many students/youth will be affected by your request? (5 points)
8. What difference will this program make to your school and community? (15 points)
9. Budget and budget justification. (10 points)

Scoring

1. Describe your school and the community it serves. **(10 points)**
   1. Applicant describes unique characteristics of the school that makes this program/project beneficial to the student population.
   2. Applicant describes unique characteristics of the community served by the school that makes this program beneficial to the citizens in the surrounding area.
   3. Applicant uses supporting local data.
   4. Applicant cites sources for data.
2. Describe the target population of this program/project. **(10 points)**
   1. Applicant provides ages of the students involved in the program/project.
   2. Applicant provides genders of the students involved in the program/project.
   3. Applicant provides the race/ethnicity of the students/youth in the school.
   4. Applicant provides income level statistics for the families of the students/youth in the school or involved in the project.
   5. Applicant cites sources for data and demographics used.
3. Describe the program/project for which musical instruments are needed. **(20 points)**
   1. What is the goal of this program/project?
   2. Applicant includes length of time program/project has been in existence.
   3. Applicant includes information about how the program relates to the school.
   4. Applicant includes information about how the program relates to and interacts with the community.
   5. Applicant describes how musical instruments purchased through a Hughes & Jones Music Fund grant will be incorporated into the program.
   6. Applicant describes how the instruments will be used.
   7. Applicant describes how the instruments will benefit the program/project.
   8. Applicant is clear and concise in the explanation of the program.
4. What musical instruments will be purchased with this funding? **(5 points)**
   1. Applicant lists specific instruments.
   2. Applicant demonstrates an accurate knowledge of the cost of the instruments.
   3. Applicant knows how many of each instrument can be purchased with the available funds.
5. What is the need for the musical instruments being requested? **(10 points)**
   1. Applicant explains why these instruments have not been able to be purchased.
   2. Applicant presents a clear need for the instruments.
6. How will the musical instruments being requested enhance or benefit your program/project? **(15 points)**
   1. Applicant provides compelling rationales of how the musical instruments will benefit the program.
7. How many students/youth will be affected by your request? **(5 points)**
   1. The number of students a Hughes & Jones Music Fund grant will reach demonstrates a broad and long-term impact.
8. What difference will this program/project make? **(15 points)**
   1. Applicant makes a compelling case for the benefit of this program/project to the students/youth it will impact.
   2. Applicant makes a compelling case for the benefit of this program/project to the school.
   3. Applicant makes a compelling case for the benefit of this program/project to the community.
   4. Applicant describes the overall impact of the program/project.
   5. Applicant describes how the program/project accomplishes its goal.
9. Please include a budget and budget justification. **(10 points)**
   1. Hughes & Jones Music Fund request does not exceed $5,000.
   2. Applicant provides specific line item descriptions.
   3. Budget and budget justification are no longer than one page.
   4. Applicant uses form provided.

Program/Project Budget/Budget Narrative

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| --- | --- | --- | --- | --- | --- |
| **Categories** | **Amount** | | | | |
|  | **H&J Request** | **Other Funding** | | **Total  Costs** | |
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| **TOTAL H&J REQUEST** |  | |  | |  |
| **TOTAL OTHER RESOURCES OR MATCH** |  | |  | |  |
| **PROGRAM TOTAL** |  | |  | |  |

**JUSTIFICATION:**