**2020 Request for Proposals**

**Clark County & Washoe County School Districts**

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 county school districts are the RFP focus in odd years. Clark County School District and Washoe County School District are the focus in even years.

Grant Amounts

The Hughes & Jones Music Fund will accept proposals in 2020 exclusively from Clark County and Washoe County Middle and High Schools. Only one (1) proposal may be submitted per music 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 between the music programs. Approximately $100,000 is available; approximately twenty (20) grants will be awarded at a maximum of $5,000 per grant.

**Please follow the instructions below exactly. Proposals that do not meet the threshold requirements will not be reviewed.**

Proposal Instructions & Submission Requirements

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

Submission Instructions

* Return entire submission to grants@nevadacf.org
* In the email Subject Line include the name of your School and the Program
	+ Jones Middle School – Jazz Band
* Submit ONLY and COMPLETELY what is required in the RFP Submission Instructions
* Deliver any time prior to 5:00 p.m. on March 11th.

Late proposals will not be acknowledged or reviewed.

Timeline

|  |  |
| --- | --- |
| January 10, 2020 | Release RFP |
| March 11, 2020 by 5:00 p.m. | Proposals due |
| April 10, 2020 | Awards announced by email |
|  |  |

2020 Cover Sheet

School Name:

Program:

County Middle School [ ]  High School [ ]

Address:

City: Zip Code:

Phone ( ) Fax: ( )

Person completing 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

Name and Title of principal or administrator with approval authority Date

Proposal Questions

1. Describe your school and the unique aspects of the zone it serves. (10 points)
2. Describe the program for which musical instruments are needed. (20 points)
3. Describe the target population of your 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.
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 unique aspects of the zone it serves. **(10 points)**
	1. Applicant describes unique characteristics of the school that makes this music program beneficial to the student population.
	2. Applicant describes unique characteristics of the zone served by the school that makes this program beneficial to the citizens in the surrounding area.
	3. Applicant uses supporting local data. Demographic data can be found at <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>.
	4. Applicant cites sources for data and demographics used.
2. Describe the program for which musical instruments are needed. **(20 points)**
	1. What is the goal of this music program?
	2. Applicant includes length of time program 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.
	8. Applicant is clear and concise in the explanation of the program.
3. Describe the target population of your program. **(10 points)**
	1. Applicant provides ages of the students involved in the music program.
	2. Applicant provides genders of the students involved in the program.
	3. Applicant provides the race/ethnicity of the students/youth in the school or involved in the program.
	4. Applicant provides income level statistics for the families of the students/youth in the school or involved in the program. District and individual school data can be found at <http://nevadareportcard.nv.gov/di/>.
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 for how the musical instruments will benefit the program.
1. 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.
2. What difference will this program make? **(15 points)**
	1. Applicant makes a compelling case for the benefit of this music program to the students/youth it will impact.
	2. Applicant makes a compelling case for the benefit of this program to the school.
	3. Applicant makes a compelling case for the benefit of this program to the community.
	4. Applicant describes the overall impact of the program.
	5. Applicant describes how the program accomplishes its goal.
3. 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

|  |  |
| --- | --- |
| **Categories** | **Amount** |
|  | **H&JRequest** | **OtherFunding** | **Total Costs** |
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|  |  |  |  |
| **TOTAL H&J REQUEST** |  |  |  |
|  **TOTAL OTHER RESOURCES OR MATCH** |  |  |  |
| **PROGRAM TOTAL** |  |  |  |

**JUSTIFICATION:**