



*Charles L. Hughes and Alvin C. Jones*  
*Music Fund for Nevada Public Schools*

## 2023 Request for Proposals Rural County Public Middle & High 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 2023 from all Rural County Public 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. In 2020, 7 schools in Washoe and 24 schools in Clark County were awarded grants.

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

### Proposal Instructions & Submission Requirements

- Typed on 8 ½” x 11” white paper
- 1-inch margins and 12-point font
- Narrative responses must be completed in Microsoft Word, and limited to 4 pages
- Respond to all eleven (11) proposal questions, title and number each section
- Budget and budget justification must be limited to 1 page
- Submit completed original Cover Sheet
- Total proposal must be limited to 6 pages (including cover sheet)

## Submission Instructions

- Return entire submission to [grants@nevadacf.org](mailto:grants@nevadacf.org)
- In the email Subject Line include the name of your School and Program, e.g.:
  - Jones Middle School – Jazz Band
- Submit ONLY and COMPLETELY what is required in the RFP Submission Instructions
- Submit via email any time prior to **5:00 p.m. on March 13<sup>th</sup>**.

**Late proposals will not be acknowledged or reviewed.**

## Timeline

January 9, 2023

March 13, 2023 by 5:00 p.m.

Release RFP

Proposals deadline



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### 2023 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

\_\_\_\_\_ Signed 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 how COVID has impacted your school? (10 points)
3. Describe the program for which musical instruments are needed. (20 points)
4. Describe the target population of your program. (10 points)
5. What musical instruments will be purchased with this funding? (5 points)
6. What is the need for the musical instruments being requested? (10 points)
7. How will the musical instruments being requested enhance or benefit your program? (15 points)
8. How many students will be affected by your request? (5 points)
9. What difference and significance will this program make to students, school and community? (15 points)
10. Provide a brief anecdote or situation that demonstrates why your program should be an awardee for grant funds. (10 points)
11. Budget and budget justification. Purchase source and location. (10 points)

### Scoring

1. Describe your school and the unique aspects of the zone it serves. **(10 points)**
  - a. Applicant describes unique characteristics of the school that makes this music program beneficial to the student population.
  - b. Applicant describes unique characteristics of the zone served by the school that makes this program beneficial to the citizens in the surrounding area.
  - c. Applicant uses supporting local data. Demographic data can be found at <https://data.census.gov/cedsci/>.
  - d. Applicant cites sources for data and demographics used.
2. Describe how COVID has impacted your school. **(10 points)**
  - a. Applicant describes how instruction and teaching has been modified.
  - b. Applicant describes how schedules and teaching routines have been altered.
  - c. Applicant describes how use and sharing of instruments has been impacted.
  - d. Applicant describes how music programs have been changed.
3. Describe the program for which musical instruments are needed. **(20 points)**
  - a. What is the goal of this music program?
  - b. Applicant includes length of time program has been in existence.
  - c. Applicant includes information about how the program relates to the school.
  - d. Applicant includes information about how the program relates to and interacts with the community.
  - e. Applicant describes how musical instruments purchased through a *Hughes & Jones Music Fund* grant will be incorporated into the program.
  - f. Applicant describes how the instruments will be used.

- g. Applicant describes how the instruments will benefit the program.
  - h. Applicant is clear and concise in the explanation of the program.
4. Describe the target population of your program. **(10 points)**
    - a. Applicant provides ages of the students involved in the music program.
    - b. Applicant provides the gender composition of the students involved in the program.
    - c. Applicant provides the race/ethnicity composition of the students/youth in the school or involved in the program.
    - d. 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/>.
  5. What musical instruments will be purchased with this funding? **(5 points)**
    - a. Applicant lists specific instruments.
    - b. Applicant demonstrates an accurate knowledge of the cost of the instruments.
    - c. Applicant knows how many of each instrument can be purchased with the available funds.
  6. What is the need for the musical instruments being requested? **(10 points)**
    - a. Applicant explains why these instruments have not been able to be purchased.
    - b. Applicant presents a clear need for the instruments.
  7. How will the musical instruments being requested enhance or benefit your program/project? **(15 points)**
    - a. Applicant provides compelling rationales for how the musical instruments will benefit the program.
  8. How many students/youth will be affected by your request? **(5 points)**
    - a. The number of students a *Hughes & Jones Music Fund* grant will reach demonstrates a broad and long-term impact.
  9. What difference and significance will this program make? **(15 points)**
    - a. Applicant makes a compelling case for the benefit of this music program to the students it will impact.
    - b. Applicant makes a compelling case for the benefit of this program to the school.
    - c. Applicant makes a compelling case for the benefit of this program to the community.
    - d. Applicant describes the overall impact of the program.
    - e. Applicant describes how the program accomplishes its goal.
  10. Provide a brief anecdote or situation that demonstrates why your program should be an awardee for these grant dollars. **(10 points)**
    - a. Applicant shares a brief descriptive or anecdote/situation demonstrating why this grant support is so critical and essential to the school program.
  11. Please include a budget and budget justification, and purchase source and location. **(10 points)**
    - a. *Hughes & Jones Music Fund* request does not exceed \$5,000.
    - b. Applicant provides specific line item descriptions.
    - c. Source and location of pricing.
    - d. Budget and budget justification are no longer than one page.
    - e. Applicant uses form provided.

Program/Project Budget/Budget Narrative

Categories	Amount		
	H&J Request	Other Funding	Total Costs
<b>TOTAL H&amp;J REQUEST</b>			
<b>TOTAL OTHER RESOURCES OR MATCH</b>			
<b>PROGRAM TOTAL</b>			

**JUSTIFICATION OF EXPENSES:**