

# FLORIDA ELEMENTARY MUSIC EDUCATORS ASSOCIATION

A component of Florida Music Education Association



## Dorothy Land Past Presidents Grant

FEMEA has allocated \$1,000 for the 2021-2022 school year for the purpose of providing grants to our current members. Five grants will be awarded up to \$200 each.

FEMEA may choose to provide partial funding for any grants submitted. The purpose is to encourage teachers to develop projects that promote research, creative teaching and innovation, and exemplary models of teaching in the elementary music classroom.

### *Process*

1. Depending on the number of exemplary projects entered, one grant of up to \$200.00 will be awarded or if applicant chooses.
  - a. Grant funds will be used from April to April.
  - b. Grant money should not be used to purchase everyday supplies normally included in the regular school budget.
  - c. Requests for equipment will not be granted unless the equipment is for the project activities.
2. Applicants must be current members of FEMEA. The project must have the approval of the school principal or authorized school district staff person.
3. Applications are available on the FEMEA website: **FEMEA.FLMusicEd.org**
4. Completed applications must be sent to the Grant Chairperson by March 1<sup>st</sup>.
5. Applications can be sent electronically or through the mail to:

Lesleigh Howard-Zeno  
126 Oakwood Dr  
Jupiter FL 33458

[District7chair@femea.flmusiced.org](mailto:District7chair@femea.flmusiced.org)

If submitting electronically, please print the cover page. Sign and mail to the Grant Chairperson at the address above.

6. The grant recipient agrees to:
  - a. Author a 200 word abstract or summary, to be submitted for possible publication in the *Florida Music Director* magazine and/or the FEMEA website. Photos are encouraged.
  - b. Participate in the Curriculum Fair following the awarding of the grant.
  - c. Provide a financial statement of the project expenditures with the receipts included. This statement must be received on or before June 30.
  - d. Permit FEMEA to publish the project and distribute it to the FEMEA if desired.

### ***Review process***

Grant requests will be reviewed by a Grant Committee which shall consist of seven elementary music teachers: one from each of the seven FEMEA districts. The Grant Committee members and current FEMEA board members may not apply. Grant recipients must wait one year before reapplying. Applications will be coded by the Grant Chairperson to make the review process anonymous.

### ***Criteria***

Criteria to be used in ranking applications are:

1. Need for grant request is clearly stated and includes:
  - a. Data upon which the need is based
  - b. Rationale for implementing the project
  - c. Benefit to the school or the district.
2. Clearly defined project objectives are provided.
3. Innovative/appropriate activities which are related to each objective are provided.
4. Task plan and time line shows how and when program activities will be accomplished.
5. Evaluation designs target each objective of the project.
6. Applicant must specify if they need full or partial funding.
7. Project costs are itemized and correspond to activities.
8. Application is complete and clear.
9. Budget figures are accurate.

### ***Schedule for Teaching Grants***

March 1	Grant applications due to the Grant Chairperson
March	Grant Committee reviews grants and makes recommendations to Grant Chairperson
April	Applicants are notified of results

January	Grant recipient recognized at annual FEMEA business meeting
June 30	Grant article with abstract and financial statement due
January	Grant recipient displays project at Clinic/Conference

### ***Checklist and Helpful Hints***

1. Did you meet the deadline?
2. Is the need clearly stated? Did you include data upon which the need is based? What is the rationale for implementing the program or the benefit to the school, classroom or district?
3. Are proposed guidelines followed? Are your responses in the exact order requested on the form?
4. Are the project objectives clearly defined?
5. Are the proposal elements interesting and attractive to catch the reader's attention? Are the innovative program activities related to each objective?
6. Is the task plan clear? Does it include dates and project activities with the timeline? Does the project description tell exactly how and when project activities will be accomplished and how purchased items will be used?
7. Is an evaluation procedure listed for each specific objective?
8. Does the budget match the proposal objectives?
9. Is grammar correct? Are typographical mistakes corrected? Are claims substantiated? Are sentences clear, uncomplicated and careful in construction? Is information complete?

### ***Application Guidelines***

The completed application includes cover page, the body (one page describing the project) and the budget page. These are all included in the Google form. Signature by your principal or district staff person is required. Your name and school name should appear **ONLY** on the cover page in order to ensure an anonymous review process. Please make sure no other identifying names appear with the grant packet. The body of the application should include the following:

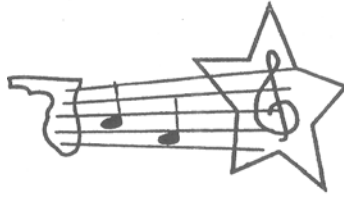
- A. The **Project Title** should not include your name or the school name.
- B. The **Population Served** should include the number of students involved in your project as well as figures relating to your economics, i.e., socio-economic status, ethnic composition, age, grade level, number of parents in PTA/PTO or volunteering, mobility of students, and other factors affecting your program such as suspension or dropout rates or absenteeism.

- C. The **Project Overview** is a brief summary of your project.
- D. The **Background/Need Statement** is a summary of the students, school, community relating to the reason why you need this program.
- E. **Program Goals** are broad statements of intent and purpose.
- F. **Project Objectives** are specific and measurable statements describing the activities and outcomes of the project.
- G. The **Project Description** is a detailed description of the activities to be used to accomplish each objective. The task plan and time line as well as the role of teachers, parents, volunteers, and/or students in the operation of the program should be included in this section.
- H. The **Evaluation** section explains how you will measure each objective and when.
- I. The **Estimated Budget** is an itemized listing of where the funds will be spent. State if you will need full or partial funding. Requests for materials will be denied if items are not specifically for this project and its related activities.

Grant applicant will submit application no later than March 1, 2021 to the Grant Chairperson. The grant may be submitted electronically, however the cover page with applicant's and principal's original signatures must be printed and mailed to the Grant Chairperson:

Lesleigh Howard-Zeno  
126 Oakwood Dr  
Jupiter FL 33458  
[District7chair@femea.flmusiced.org](mailto:District7chair@femea.flmusiced.org)

**FEMEA Dorothy Land Past Presidents Grant**



**COVER PAGE**

Title of Project:

Name of teacher and email address:

School site:

School Address:

School Phone Number:

Home Phone Number:

Signature of Teacher: \_\_\_\_\_

Name of Principal/District Staff Person: \_\_\_\_\_

Signature of Principal/District Staff Person \_\_\_\_\_  
(Signature indicates support of the project)

-----  
For use of Grant Chairperson Only:

Project Number \_\_\_\_\_ Rank Number \_\_\_\_\_