

THE FIRST OCTAVE FUND GRANTS
Supporting Arts & Music Education in Our Schools
Grant Cycle: October 23, 2007 – June 30, 2008
Application Deadline: October 1, 2007



FURTHERING MUSIC AND ARTS EDUCATION

The Portland Schools Foundation's First Octave Fund supports art and music education in our city's public schools. The fund is supported by grassroots fundraising concerts and events. In addition, the fund receives contributions from individuals, foundations and businesses, reflecting the strong support of the community for strengthening art and music.

□ **CRITERIA:**

Through the First Octave Fund, the Foundation will be supporting specific and innovative school-based projects to strengthen art and music education in our schools. Grants up to \$5,000 must meet one or more of the following criteria:

1. **School-based projects that integrate art and music into core academic subjects and connect art and music to the goals of the School Improvement Plan .**
2. **Creating new partnerships with community-based organizations, artists or musicians to enhance a school's ability to provide art or music education to more students.**
Preference will be given to grants that will "jump start" new partnerships that have a good chance of being sustained.
3. **Connecting a school's art or music program to the community,** thereby building a stronger connection between the school and the need for more community support of art and music education in our schools.

Although the Foundation is extremely aware of how budget cuts have profoundly affected each and every classroom and school, **the Foundation is not in the position to fund core, ongoing programs or staff positions in Portland's public schools.**

□ **WHO MAY APPLY:**

- Teachers & school staff
- Principals & school leadership teams
- Parent Leaders (Local school foundations, PTAs, Site Councils, School Leadership Teams)
- Community Groups in partnership with one of the groups listed above.

□ **TO APPLY:**

Please fill out the attached application form with your grant narrative (not longer than 3 pages) and return it to the Foundation **no later than 5:00 PM, October 1, 2007.** Proposals should use typeface not smaller than 11 points, and we request that you submit 10 copies of the grant proposal, plus the original.

Portland Schools Foundation
905 NW 12th Avenue
Portland, Oregon 97209
Tel (503) 234.5404 Fax (503) 234.5402 www.thinkschools.org

APPLICATION FORM

Grants Furthering Music and Arts Education

Grant Cycle: October 23, 2007 – June 30, 2008

Deadline for Application: October 1, 2007 - 5:00 PM

Total Amount of Budget: \$_____ Total Amount Requested from Foundation: \$_____

Name of Project _____

Key Contact Person _____ Title _____

E-mail address: _____

Phone: _____ Fax _____

School Site(s) _____

School Address _____
Street

_____ City _____ Zip _____

Please list School Improvement goal(s) addressed in this grant application: _____

Your signature confirms this proposal addresses PPS district priorities and this School's Improvement Plan and you are approving this activity in your school(s), should you receive this grant. Please note: Principal, Site Council Chair and Area Director Signatures are required for your grant to be considered by the grantmaking committee of the Portland Schools Foundation.

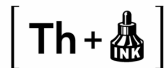
1. Principal(s) Signature _____ Print Name _____

2. Site Council Chair(s) Signature _____ Print Name _____

3. Area Director Signature _____ Print Name _____

- Please respond to the following topics listed on the next page.
- Take no more than 3 typed pages (in 11-point type or larger) for the narrative.
- Please submit 10 copies and the original of your completed proposal.

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Portland Schools Foundation

Questions:

1. **Overview of the project:** Please summarize your project's goals and objectives and explain how this project relates to your school's "School Improvement Plan." Which students will be involved with this project? Be as specific as you can.
2. **Goal of the project:** Please address how this effort will strengthen art and music education in your school. Please refer directly to one or more of the three criteria listed on page 1.
3. **Are other organizations and community partners involved?** If so, please describe their roles and responsibilities.
4. **What is the total budget for this project?** In the budget narrative, (and on the budget form) please note confirmed support from other resources.
5. **What amount are you requesting from the First Octave Fund of the Portland Schools Foundation and how will you use the funds?** Please list major line-item expenses.
6. **If relevant, please let us know how you will complete funding for the project.** If this is an ongoing program, how will you fund the project in the future?

IMPORTANT, PLEASE NOTE:

Schools receiving grants will be required to:

1. Send the key contact for this initiative to attend a "Welcome to Your Grant" meeting.
2. Send a representative team from your initiative to a meeting to network and share experiences and "lessons learned" at the end of the grant.
3. **Grant recipients should also be aware that an evaluation report is due at the end of the grant.** The report should include a write-up of the program the grant helped make possible as well as any photos if available. These materials are used to improve First Octave's grant program. They may also be used in First Octave's Media Kit, as success stories, to help raise awareness for art and music education.

This grant application can be downloaded from the Portland Schools Foundation website: www.thinkschools.org. We encourage all grant applicants to discuss their proposals prior to the application deadline. If you have any questions, please contact: Joan Vallejo at 503.234.5404, ext 13. Joan can be reached by email: Joan@thinkschools.org.

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First Octave Fund Budget

Grant Cycle: October 23, 2007 – June 30, 2008

School _____ Project Name _____

Key Contact Person _____ Phone _____

Email Address _____

Grant Ending Date (***if other than June 30, 2008***) _____

Budget Category	Support Requested from The Foundation	Confirmed In-kind/Actual Support From Other Sources
PPS STAFF/TEACHER COMPENSATION		
Temporary Misc. Personnel (agreed upon rate + 23.77% fringe)		
Extended Responsibility (appropriate rate + 23.77% fringe)		
Extended Hours (employee's hourly rate + 23.77% fringe)		
Substitute Hours (budget \$150.41/day + 23.77% fringe)		
Total Salary Amount		
NON-PPS EMPLOYEE COMPENSATION		
Personal Services Contract (outside presenters, etc. -- cannot be present or former employees of the District)		
SUPPLIES AND MATERIALS		
Printing Costs		
Supplies		
Minor Equipment (equip. valued at \$150 to \$2499)		
Computer Software		
Library and Reference Books		
Periodicals and Newspapers		
ACTIVITIES AND FEES		
Local Conferences and Meetings		
Student Activity Exp. (workshops, entry fees, field trips, etc.)		
Dues and Fees		
(Other - Attach budget costs on separate sheet)		
TOTAL GRANT BUDGET REQUEST		

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