



## Applicant and Foundation Pairing Guidelines for Clinical Practice Grants – 2013

### Purpose

The purpose of this initiative of the Canadian Music Therapy Trust Fund (CMTTF) is to develop a list of approved project proposals brought forth by accredited music therapists across Canada that could potentially be paired with grants and family foundations in their geographic area.

Many funding opportunities that the CMTTF is eligible to apply for are specific to projects or initiatives being developed in a particular geographic area in Canada, and respond to identified needs of that community. Accredited music therapists will apply to be placed on a list of eligible projects that could be supported by funding bodies in their area.

Once approved to be on this list, MTA applicants will be contacted by the CMTTF ***if and when*** a foundation / granting body is found to support a proposed project. Applicants whose project proposals have been approved can also communicate with the CMTTF if they learn of funding opportunities/sources in their area. With the applicant, a CMTTF fundraising representative will put together the funding application. (This step represents Phase 2 of the application process. See also “Regulations for Successful Applicants” on page 3). ***if successful***, the funding will support the accredited music therapist’s project.

### Criteria for Inclusion on List of Eligible Projects

1. The proposed project is congruent with the mission of the CMTTF.
2. The proposed project will make an innovative contribution to the practice of music therapy, demonstrate the benefits of music therapy and expand the scope of music therapy services OR increase access to music therapy services in Canada.
3. The proposal for inclusion on the list of eligible projects is professionally presented and clearly outlined.

## Submission Requirements

1. The applicant must be an accredited music therapist (MTA) in good standing with the Canadian Association for Music Therapy.
2. Applications must be received electronically at [info@musictherapytrust.ca](mailto:info@musictherapytrust.ca) with all of the following documents included within **one (1) PDF file** attachment titled with applicant's last name only. (Applications submitted in multiple PDF files will not be reviewed):
  - Cover page, including title of proposal, name of facility/agency, or private MT business, and complete contact information
  - Cover letter with applicant's signature
  - Letter of support from each facility with which the project is associated - on facility letterhead, signed and scanned.
  - Letter of reference from someone who has observed applicant's clinical work
  - Proposal - must be no longer than **five (5) pages single-spaced** and must conform to APA standards (font no smaller than 12pt). Reviewers will not read past the designated page limit
  - Curriculum vitae of MTA applicant
  - Signed Agreement to Regulations (see page 4 of this document).
3. Applications that are missing information will not be accepted.
4. Applications should be prepared in such a manner that they can be read and understood without reference to any further material that may be provided in the appendices.

## Proposal

Structure your proposal under the following headings:

- **Mandate** - Describe the mandate of your services and/or those of the facility/agency.
- **Description of services provided** - Provide a brief description of your current services to the facility/agency or private practice services.
- **Client Population** - Identify the population(s) served by you or the facility/agency.
- **Purpose of funding request**
- **Use of funding** - Describe what the funding will be used for.
- **Population expected to benefit from funding** - Describe the population expected to benefit from your request.
- **Program evaluation** - Briefly explain how you will evaluate the effectiveness of your program.
- **Time frame required** - Specify the time frame required, and whether or not your proposed project has an open timeline or a restricted timeline. Please elaborate.
- **Proposed budget** - List your anticipated project expenditures, and provide any supporting information.
- **Other sources of funding** - Indicate other sources of funding, if any.

## Review Process

1. Each application will be assessed by the CMTTF Project Review Panel. It will be considered from the standpoint of its clinical merit and budget within the framework of the aforementioned regulations. A scoring system will be applied to each project based on defined criteria.
2. Applicants will be notified **within one (1) month** of receiving their submission whether or not they have been placed on the matching list of eligible projects.
3. Successful applicants will remain on the list until an appropriate granting body has been identified by the CMTTF fundraising team and/or by the applicant. (Successful applicants will be removed from the list if the Submission Requirements outlined on page 2 are no longer met). At that time, a CMTTF fundraising representative will work together with the applicant to complete the funding application. If the application is successful, then the CMTTF will disburse the funds to the applicant accordingly.
4. Applicants may not be part of any decision process relating to an application in which they have a vested interest.

## Education and Public Relations Requirements

The grant applicant and facility/agency, or private MT business, agree to provide testimonials in the form of videos, photographs, and/or stories from clients, families, therapists and other people involved in the project. Informed consent must be obtained for all testimonial materials. These materials are necessary to demonstrate the benefit of CMTTF funded projects and allow the charity to continue to seek funding from donors, foundations and corporate sponsors. They will be used on the CMTTF website, in printed brochures, newsletters and audio/visual presentations to potential supporters. Materials must be submitted **within one (1) month** of the end of the project.

In addition, the CMTTF requires that any creative materials or performances (e.g., audio /visual material, concerts) or public recognition (e.g., news coverage) involving a CMTTF funded project give acknowledgment to the CMTTF (e.g., in performance program, in video credits, or mention during a news interview). This increases awareness of the charity and creates more donor interest. Successful applicants will be sent a media release form for use of photographs or video material as well as guidelines outlining the kind of material that is most helpful for the marketing and fundraising team.

## Regulations for Successful Applicants (Phase 2 of funding application process)

As stated above, once an appropriate granting body has been identified, the MTA applicant and a CMTTF fundraising representative will complete the funding application for the granting body. Successful applicants must comply with the following regulations:

1. All money must be used for the purpose outlined in the proposed budget. Permission to make any changes must be obtained by the administrators of the grant (i.e., the CMTTF).
2. Funding will be provided as outlined by the granting foundation and will be upheld and monitored by the CMTTF. A cheque for disbursement amounts will be issued to the

- applicant. An account for administering these monies must be set up **within one (1) month** of receiving notification of funding.
3. A summary report must be submitted **within one (1) month** of the end of the funding period. A template will be provided which will include a financial report and will highlight the successes and difficulties of the project. The report will also include the submission of education and public relations materials. Please note that investigators who do not comply with this requirement will thereafter be ineligible for further funding and may be subject to an audit by the CMTTF.
  4. Funds may be used to pay fees for the music therapist, purchase instruments and equipment or other costs as outlined in the initial proposal and approved by the CMTTF, and according to the mandate of the granting body.
  5. All successful applicants must provide a report on the success of the project to the CMTTF at the conclusion of the funding period.
  6. The CMTTF, as well as the granting body, must be acknowledged in any public relations materials produced in regards to the project.
  7. Should a funded project be terminated prior to the use of the funds, the monies will be returned to the CMTTF, who will then follow up with the granting body.
  8. At the end of the funding period, if the established music therapy program is not to be continued, the applicant must contact the CMTTF in regards to appropriate disbursement of any instruments or equipment purchased through grant funds. In the event that the granting body allows for reapplying for additional funding, the CMTTF fundraising representative would assist with this process.

### **Agreement to Regulations**

I, \_\_\_\_\_, have read and understand the Canadian Music Therapy Trust Fund's Regulations for Successful Applicants. Should my proposal be successful, I agree to uphold these regulations to their fullest.

I also understand and agree that the CMTTF will be acknowledged as the funding source if there is creative material (e.g., audio/visual projects, performances etc.) and/or public recognition (e.g., news coverage) during the duration of the CMTTF funded project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date