

**CANADIAN
MUSIC
THERAPY
TRUST
FUND**

**FONDATION
DE
MUSICOTHERAPIE
DU
CANADA**

Music Therapy Project Grant Guidelines JOSÉE FUND 2015

The Canadian Music Therapy Trust Fund (CMTTF) has created a special fund in honour of Josée Préfontaine to celebrate the achievements of this exceptional music therapist – clinician, educator and researcher. Among her accomplishments, Josée was one of the founders of the Association québécoise de musicothérapie (AQM) and she created the Institut québécois de musicothérapie (IQM) in addition to initiating numerous other music therapy projects.

Throughout her career in music therapy, Josée piloted a number of music therapy programs with the support of the CMTTF. Shortly before her death in 2006 from leukemia, Josée received the Frani Award to highlight her significant contribution to music therapy in Canada

Purpose

The purpose of this grant is to fund pilot projects that will raise awareness of music therapy and promote music therapy services in Quebec. The primary goals of this grant are to increase access to services, demonstrate the benefits of music therapy and expand the scope of existing music therapy services.

Funding Criteria

1. The proposed project is congruent with the mission of the Canadian Music Therapy Trust Fund (CMTTF) which is to promote, develop, and support music therapy services and research in order to restore, maintain, and improve the mental, physical, and emotional health of Canadians.
2. The proposed project will make an innovative contribution to the practice of music therapy, demonstrate the benefits for music therapy and expand the scope of music therapy services.
3. The grant proposal is professionally presented and clearly outlined.
4. The CMTTF will prioritize projects in Quebec according to:
 - *Client population* – priority will be given to projects that are targeted towards populations that are under-served in regards to music therapy.
 - *Geographic location* – priority will be given to projects in communities where music therapy resources are scarce.
 - *Financial need* – priority will be given to projects in facilities or communities where financial resources limit access to music therapy.

Submission Requirements

1. The grant applicant must be an accredited music therapist (MTA) in good standing with the Canadian Association for Music Therapy (CAMT) and with the Association québécoise de musicothérapie (AQM).
2. Applications must be received electronically at info@musictherapytrust.ca by the application deadline of **March 1st 2015**.
3. In order to ensure a blind review of the proposed project, two files, one in WORD and one in PDF must be submitted. The first file will include the following documents with the exception of the proposal itself which will be submitted in a PDF file:

File 1 (WORD document):

- Cover page, including the **title of the proposal, applicant's name and complete contact information** (professional title, mailing address, phone numbers and email address) as well as **name of the applicant agency and complete contact information** (mailing address, phone numbers and email address).
- Cover letter written and signed by applicant.
- 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 your work
- Curriculum vitae of MTA applying for funding.
- Signed Agreement to Regulations (see page 4 of this document).

File 2 (PDF document):

- Proposal** - must be no longer than **seven (7) pages, single-spaced**, and must conform to APA standards (font no smaller than 12pt). Reviewers will not read past the designated page limit. See below for a description of the proposal.
4. Applications that are missing information will not be accepted.
 5. If this will be a contract site, proof of MTA Liability Insurance is required (photocopy accepted)

Proposal

Structure your proposal under the following headings:

- **Mandate** - Describe the mandate of your services and those of the agency/organization.
- **Description of services provided** - Provide a brief description of your current services to the agency/organization.
- **Purpose of funding request**
- **Client Population** - Identify the population(s) served by you or the agency/organization.
- **Population expected to benefit from funding** - Describe the population expected to benefit from your request.
- **Time frame required** - Specify the time frame required, including start and completion dates, where possible.
- **Measuring effectiveness** - Explain how you will evaluate the effectiveness of your interventions and of your proposed project.
- **Dissemination of results** - Explain how evaluation results will be used and/or disseminated.
- **Proposed budget** – Provide a detailed budget in table form with a rationale for each of the expenditures.
- **Funding** - Indicate other sources of funding, if any.

Education and Public Relations Requirements

The grant applicant and agency 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 each person, or his legal guardian, for all testimonial materials. Consent forms for these purposes will be provided by the CMTTF. 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. The CMTTF will work with the grant applicant and the agency to ensure that all relevant issues pertaining to confidentiality, informed consent, and ethical clinical practice are considered. Materials must be submitted within **one (1) month** following the end of the project — in the same package as the final report.

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 CMTTF marketing and fundraising team.

Regulations for Grant Recipients

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 this award.
2. One-time funding will be provided for a maximum of a one-year period. 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 **financial report** must be submitted **within one (1) month** before the end of the project. A template will be provided.
4. A **final report** must be submitted **within one (1) month** after the end of the project. This report will highlight the successes and difficulties of the project, and whether or not it is continuing. It will also include all education and public relations materials. ***Please note that applicants who do not comply with these requirements will thereafter be ineligible for further funding and may be subject to an audit by the CMTTF.***
5. 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.
6. The CMTTF Project Grant 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.
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.

Review Process

1. Each application will be assessed by the CMTTF Grant 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, projects will be ranked, and funding will be recommended to projects achieving the highest ranks.
2. Applicants will be notified in writing of the outcome of their application **within three (3) months** following the submission deadline. Grant disbursement will commence at this time.
3. Applicants may not be part of any decision process relating to an application.

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 and after the CMTTF funded project.

Signature

Date