

## 2018 RESEARCH Grant Guidelines

- **The GRAMMY Museum Grant Program awards grants to organizations and individuals in North America to support efforts in research that study the links between music and early childhood education, treatments for illnesses and injuries common to musicians, and the impact of music therapy on populations from infants to the elderly.**
- **Grant requests may span a time period of up to twenty-four months and cannot overlap with previously awarded projects. Preferred project start dates are between 3/15/18 – 7/1/18; however, start dates outside of this time frame will be considered.**
- **LETTER OF INQUIRY DEADLINE IS OCTOBER 1, 2017 (11:59PM PST). Letters of Inquiry that are received after October 1<sup>st</sup> will not be considered.**
- **Research grant amounts generally range from \$10,000 - \$20,000.**
- **If after reviewing the guidelines and forms you have specific questions, please email [loi@grammy.com](mailto:loi@grammy.com).**

### **The GRAMMY Museum Does Not Fund:**

- Recording Academy Chapter Trustees, Governors, Officers or Staff
- GRAMMY Museum Projects or Staff
- 501(c)6 organizations
- Organizations which discriminate on the basis of race, sex, religion, national origin, disability or age
- Regular ongoing business activities of individual/corporate applicant
- Projects promoting advocacy issues
- A single organization or individual for more than three consecutive years
- Organizations or individuals NOT based in North America (U.S. or Canada)
- Projects of which fifty-one percent (51%) or more of the proposal pertains to Latin music
- Proposals for commercial purposes
- Purchase or repairs of music instruments
- Maintenance or upgrading of computer systems
- Competitions or any expense associated with competitions
- Music education or in-residence programs
- Tuition
- Documentaries
- Endowments and fundraising
- Buildings and facilities
- Marketing, publicity, design costs
- Research projects that are not based on scientific research standards
- Secondary Analysis

- **\*Purchase or repairs of equipment (see further detail on pg. 2)**

\*An item is considered **equipment** by the GRAMMY Museum if it meets all of the following conditions:

- It has a normal useful life of at least four years.
- It is more feasible to repair than replace if a part is lost or worn out.
- It represents an investment which makes it feasible to maintain in inventory.
- It does not lose its identity through incorporation into a different or more complex unit.
- It retains its original shape and appearance with use.

AND

- costs more than \$500

**Examples of equipment we do NOT fund the purchase of:** computers, hard/software and medical equipment including MRI, FMRI and EEG.

**Examples of equipment that is considered “supplies” and eligible for funding:** standardized paper tests, psychological tests, and iPods for study participants.

*Please note: Equipment guidelines are general and are subject to some project-specific exceptions. Equipment and supplies are reviewed on a case-by-case basis and must be detailed in the budget sheet in the application phase.*

### **LOI SUBMISSION INSTRUCTIONS:**

**Submit one completed online Letter of Inquiry, which includes the following information:**

- Contact and Project Overview
- Project budget amount
- Narrative (must not exceed 5,000 characters including spaces)
- Dissemination plan (must not exceed 1,000 characters including spaces)
- Brief biographies of key personnel. Please indicate whether or not each person is a full time employee or a hired contractor (must not exceed 5,000 characters including spaces)

### **Formatting notes:**

- The character limit for project names is 100 characters. Please be aware of this in choosing a name for your project and be careful not to submit cut-off names.
- Formstack sometimes truncates sections of text when responses include “<”, “>”, “+”, and “=”. Please refrain from using these symbols, and spell out the words instead (ex. Equals, greater than, less than or plus.)

**ACCESS AND DISSEMINATION:** Research that has broad public accessibility (ie. available at no cost via publications and/or conferences) will generally be given priority over projects that have limited public access (ie. for pure science or shared solely in limited groups). Funding requests for projects with no public access are less likely to be considered but will be evaluated based on scientific impact and importance.

**BUDGET NOTES:**

- **Salary Compensation:** Funding requests for salary compensation that covers full-time staff at the applicant organization should equal no more than fifty percent (50%) of the total funding requested from the GRAMMY Museum. Those funds must be used for project specific tasks related to the grant request and not to supplement staff salary. Any intent to provide salary compensation above the fifty percent (50%) must be disclosed and explained in the proposal budget. Post-doctoral researchers hired on for the project are not in the same category and may be considered.

**Organizational budget clarification for larger organizations with multiple funding sources:**  
Questions to consider when determining which organization's budget number to report on the Letter of Inquiry:

1. Which organization has the audited financial statement from which the organizational budget number would be pulled?
2. Which organization is the fiscal agent (to whom would the grant check be written to?)
3. Since overhead and equipment costs should be included as hard costs or limited costs on your overall project budget, which organization covers the costs of your overhead, utilities, admin, etc.?

**\*If the organization is new and has not yet been audited, please write "0" in the Organizational Budget Expenses" box, mark "unaudited" in your narrative, and explain why.**

If you are applying from outside the United States, you are required to submit a W-8BEN tax form upon notification of a grant award. The grant cannot be awarded to an individual or organization without a W-8BEN.

**EVALUATION INFORMATION:** LOIs are scored based on the following factors.

- Research design/Scientific rigor
- Clear articulation of the hypothesis
- Appropriateness of budget
- Ability to accomplish project
- Merit - this category represents one third of the total score and includes scientific impact, importance and/or uniqueness and dissemination plan.

**Letters of Inquiry that are late, incomplete or are not within guidelines will not be reviewed.**