



## Instrument Matching Grant Application

### 1. Criteria and Requirements

All applicants must have nonprofit status. Grants are limited to programs serving children kindergarten through grade 12. Grants are not made to individuals. Application must be complete with attachments for consideration.

Should you require assistance completing this application, please contact [info@classicsforkids.org](mailto:info@classicsforkids.org).

Please complete and email to [info@classicsforkids.org](mailto:info@classicsforkids.org) or mail to CFKF, P.O. Box 5977, Holliston, MA 01746.

Date: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Music program name (if different from applicant name): \_\_\_\_\_

IRS determination number: \_\_\_\_\_

Address: \_\_\_\_\_

Shipping address: (if different): \_\_\_\_\_

Year Organized: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Instruments needed (please indicate number and sizes):** *Note: incremental sizes are available through CFKF's authorized instrument provider*

Violins (# by size): \_\_\_\_\_

Violas (# by size): \_\_\_\_\_

Cellos (# by size): \_\_\_\_\_

Double Basses (# by size and bow style): \_\_\_\_\_

Ukuleles (# by size): \_\_\_\_\_

Guitars: \_\_\_\_\_

Matching funds available toward this grant from your organization: \_\_\_\_\_

*NOTE: 1. CFKF grants never exceed 50% of total instrument cost; please contact CFKF to determine total instrument cost through CFKF's authorized instrument provider. 2. If the grantee chooses to work with Kirk Violins as the authorized instrument provider, Kirk Violins does not allow for instruments to be shipped prior to full payment.*

This application is for  existing program  new program

Briefly describe what you hope to accomplish through this grant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade levels served by your school/program: \_\_\_\_\_

Total student population (all grades): \_\_\_\_\_

Grade levels and number of students in the program served by this grant: \_\_\_\_\_

*Example: Grade 4 - 20 students, grade 5 - 30 students*

Number of string teachers serving your program: \_\_\_\_\_

Is there a fee for students to participate in the program?  Yes  No

If yes, describe: \_\_\_\_\_

If yes, are scholarships available?  Yes  No

Does your school own stringed instruments?  Yes  No

Description of geographic area served (attach pages if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of student population served (ages, socioeconomic status, ethnicity): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What % of students in your program qualifies for the Federal Free Lunch Program? \_\_\_\_\_ %

Does your school have an orchestra or chamber ensembles? Please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please briefly describe how your music program is supported (e.g. school budget, student fees, PTA, grants):

\_\_\_\_\_  
\_\_\_\_\_

Please describe how you plan to secure your matching funds and when you anticipate your matching funds will be in place:

\_\_\_\_\_  
\_\_\_\_\_

Please describe any instrument losses you have had in the past three years (attach pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Please list your current string instrument inventory. (Attach pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Quality of current instrument inventory is:  poor  adequate  excellent  n/a

Condition of current instrument inventory:  poor  adequate  excellent  n/a

Access to instrument repair services is:  poor  adequate  excellent  n/a

Storage capacity for instruments is:  poor  adequate  excellent

Community support of music program is:  poor  adequate  excellent

How do you plan to maintain the condition of the instruments and who will be responsible for them?

\_\_\_\_\_  
\_\_\_\_\_

## 2. Application Signatures

By signing this application, the undersigned agrees to the following:

*Please check each item and sign at the bottom.*

- All information provided in this application is accurate and current.
- If funded, the grantee will comply with all policies outlined in this application.
- Funds received through this grant will be used only for the purpose of obtaining instruments through CFKF's authorized instrument provider, or after discussion with CFKF, an alternate provider of instruments of similar quality.
- The applicant has one year from the date of application to raise all matching funds. After one year, CFKF reserves the right to offer a partial grant based on funds raised by your organization or to change the grant period.
- Applicant understands that instrument delivery timeframe may vary.
- Applicant understands that the cost of shipping instruments to your location may be the responsibility of your program depending on grant size, and that either a credit card number or FedEx number may be required.
- Applicant agrees to provide CFKF with requested follow-up information periodically throughout and following the grant as requested by CFKF.
- Individual instruments may vary in appearance.
- The grantee agrees to credit Classics for Kids Foundation on printed performance programs or other media for events in which the CFKF instruments are used.
- Applicant is authorized to sign grant applications on behalf of the applicant organization by the organization's governing authority.
- Applicant has read and agrees to the Instrument Acceptance and Return policy.

I, \_\_\_\_\_, do attest that the information contained in this application and in any attachments provided is correct to the best of my knowledge, and that I understand and shall follow all policies contained herein.

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. Required Attachments

- Copy of the most recent IRS Tax Determination letter of applicant or partner.
- Two letters of support:
  1. Representative of your governing body (e.g. board of trustees)
  2. Other supporter (e.g. school administrator, parent, local youth symphony director, etc.)

### 4. Instrument Acceptance

#### Instrument Delivery and Acceptance

- After both community funds and CFKF matching funds are received by Kirk Violins, grantees should receive their instruments in 4-6 weeks. Note: Kirk Violins will not order or ship instruments prior to full payment. If a school district only pays vendors after receipt and inspection of instruments, CFKF suggests that they use an alternate vendor that accepts another arrangement. CFKF will need to see a trial invoice to ensure that pricing is similar to Kirk Violins' pricing.

**All instruments must be inspected by the recipient immediately upon receipt to ascertain and report any shipping damage to CFKF.** "Signature of receipt" with the shipping company represents confirmation that no damage resulted from shipping. In the event that CFKF is not notified within seven days from delivery of any damages, CFKF will consider that the shipment was approved by the grantee.

- Applicants and grantees must complete and submit (via emailed PDF) copies of the instrument inventory provided by Kirk Violins, CFKF's authorized instrument advisor, within seven days of receipt of CFKF instruments.

### 5. Return Policy and Procedures

#### Damaged Instruments

- In the case of instruments that were damaged during shipping, CFKF's authorized instrument provider is responsible for shipping costs associated with returns that result from the delivery of damaged instruments.
- Grantee must complete and submit (via emailed PDF to CFKF) an inventory and damages list (with serial numbers) prior to any return shipment of instruments.
- At CFKF's request, the applicant will allow a representative from CFKF to assess condition of instruments provided by this grant. CFKF reserves the right to approve or disapprove of their return.

#### Return of Instruments

- CFKF allows a 7-day acceptance period for grantees to work with the instruments provided by this grant and ensure they are satisfied with them. During this 7-day period, if there are specific instruments that need replacement, the grantee must follow return procedures, and replacement instruments will be furnished at the expense of CFKF including shipping. If more than 25% of the instruments are rejected by the grantee, CFKF may at its option withdraw the grant. If a grant is withdrawn, the grantee will ship all instruments back to CFKF's authorized instrument provider at their own expense.
- Returned instruments must be shipped on a Monday or Tuesday using 2nd day air through either FedEx or UPS with insurance coverage for the full value stated by CFKF.
- CFKF reserves the right to negotiate the conditions of special circumstances surrounding the return of instruments.

- In the case of a return of more than 25% of granted instruments or more than 20 instruments, CFKF reserves the right to send a representative to inspect the instruments, review complaints and determine if a grant withdrawal is in order. The CFKF representative will determine any instruments to be replaced or repaired before use by the grantee or returned to CFKF's authorized instrument provider. If the CFKF representative determines that a grant withdrawal is in order, matching funds raised by the grantee and paid to the instrument provider will be returned to the grantee (less a \$15 handling fee for each violin/viola and \$40 for each cello) within 30 days, provided all acceptance and return procedures have been followed. The CFKF representative's inspection and report will serve as the final decision by CFKF of the quality and condition of each instrument.
- If the CFKF representative determines that an instrument replacement is in order, funds will not be returned and the grant will not be withdrawn.
- CFKF reserves the right to establish additional policies and/or negotiate specific issues with grantees involving more than 20 instruments.
- Submission of a grant application confirms that the grantee has read and agreed to the CFKF Instrument Acceptance and Return Policies.

#### **Packing procedures and delivery for returning instruments**

- **Packaging:** Do not loosen strings. Use the packing supplies provided with the instruments to support under tailpiece, support around bridge, protect the end of the fingerboard. Place instruments in cases. Place cases inside plastic sheath. Place plastic sheathed cases in the boxes provided or other boxes made for shipping instruments.
- Ship to: **Kirk Violins, 4020 Rimrock Road, Billings, MT 59106**  
**Ph: 406-651-4838**  
**Fax: 406-656-8170**  
**kirkviolins@gmail.com**

## **6. Feedback and Publicity**

### **Evaluation**

- Within 3 months after receiving their instruments, grantees are required to complete a [CFKF Evaluation Form](#) (see page 6 of this application).

### **Publicity**

- Within 3 months after receiving their instruments, grantees are required to submit at least one 100-200 word summary and 2-3 photographs that will be used on the CFKF website and publicity materials.
- Please ensure that there is parental consent that submitted photographs may be used for CFKF publicity purposes.

## CFKF Evaluation Form

1. Did the instruments resulting from the CFKF grant and matching funds (hereafter called “grant” instruments) replace existing instruments, or supplement existing instruments, or some of each? Please give numbers.

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2. Please fill out the table below:

	Number	Used by a student during the past year	In good condition now	Damaged but repaired during the year	Damaged and not repaired
Grant violins					
Grant violas					
Grant cellos					
Grant double basses					
Grant ukuleles					
Grant guitars					
Other string instruments owned					

3. Has the quality (or quantity) of music changed as a result of the grant? Please be as specific as possible – e.g., N more students participated in the instrumental music program this year than last, teachers of N students report greater progress, N new student chamber ensembles were formed and met monthly....

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4. Has there been an increased interest in music since the grant was made, among students, parents, and/or teachers? Please be as specific as possible – e.g., N more students applied to enroll in String Playing 2....

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5. To the extent not covered above, please describe any changes you believe the grant has made, giving reasons for your view. Attach additional pages as necessary.

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Pricing Sheet—Level 1		<i>Updated 04-2024</i>	
<b>4/4 to 1/2 Violin</b>	<b>\$ 493</b>	Violin	\$ 289
		Boltron Style Case	\$ 56
		Carbon Fiber Bow	\$ 55
		Fine Tuners	\$ 25
		Heliocore Strings Set Up	\$ 68
<b>1/4 to 1/16 Violin</b>	<b>\$ 493</b>	Violin	\$ 289
		Boltron Style Case	\$ 56
		Carbon Fiber Bow	\$ 55
		Fine Tuners	\$ 25
		Heliocore Strings Set Up	\$ 68
<b>Viola 16-1/2 to 15"</b>	<b>\$ 573</b>	Viola	\$ 340
		Boltron Style Case	\$ 63
		Carbon Fiber Bow	\$ 60
		Fine Tuners	\$ 25
		Heliocore Strings Set Up	\$ 85
<b>Viola 14" to 12"</b>	<b>\$ 573</b>	Viola	\$ 340
		Boltron Style Case	\$ 63
		Carbon Fiber Bow	\$ 60
		Fine Tuners	\$ 25
		Heliocore Strings Set Up	\$ 85
<b>Cello 4/4 to 1/2</b>	<b>\$ 1,100</b>	Cello	\$ 759
		Puffy Case included	--
		Carbon Fiber Bow	\$ 85
		4-Wittner Tuners	\$ 42
		Heliocore Strings Set Up	\$ 214
<b>Cello 1/4 to 1/10</b>	<b>\$1,100</b>	Cello	\$ 759
		Puffy Case included	--
		Carbon Fiber Bow	\$ 85
		4-Wittner Tuners	\$ 42
		Heliocore Strings Set Up	\$ 214
<b>Bass set up with Heliocore Strings</b> <ul style="list-style-type: none"> <li>• Laminated Top, Back, &amp; Ribs with Deluxe Bag</li> <li>• 3/4 to 1/8</li> </ul>	<b>\$1,800</b>	with Carbon Fiber Bow (Specify French or German style)	
<i>See next page for ukulele and guitar pricing.</i>			

Shipping is free with a combined \$3,000 order.

If total order is less than \$3,000.00, please add \$200.00 for shipment of the Bass and inquire about any additional shipping to your site's address.

Pricing Sheet—Level 1		<i>Updated 04-2024</i>	
<p><b>Box of 10 ukuleles</b></p> <ul style="list-style-type: none"> <li>• <b>Mix and match between 3 different sizes.</b></li> <li>• <b>Orders of 20 or more are eligible for free shipping.</b></li> </ul>	<p><b>\$ 950</b> plus shipping</p> <p>Orders of 20+ are eligible for free shipping</p>	Small: 21" end to end (Soprano) UK 210-S	
		Medium: 24" end to end (Concert - Alto) UK 210-C	
		Large: 26" end to end (Tenor) UK-210-T	
		One padded bag per ukulele	included
<p><b>Box of 6 fully laminated, dreadnought-style full size guitars</b></p> <ul style="list-style-type: none"> <li>• <b>Sold in sets of 6.</b></li> </ul>	<p><b>\$ 2,100</b> <b>per box of 6</b> <i>includes shipping</i></p> <p><i>(\$350 per guitar)</i></p>	<ul style="list-style-type: none"> <li>• Please realize that all lower priced guitars are fully laminated to ensure durability in school settings and are made in China.</li> <li>• <b>Dreadnought Style Full Size Guitar:</b> Fully laminated top, back, and sides with Tobacco Shading to ensure against most physical and humidity-change assaults on the instrument.</li> <li>• <b>With Solid Case</b></li> <li>• All guitars come with <b>regular guage strings</b>. Since guitar strings are not a significant cost, the recipient can trade them out as desired, and purchase them on their own.</li> </ul>	