

# Wordsmithing

## The Massachusetts Singing Project | Writing Samples

**Application Question #1:** Describe the project you wish to undertake, focusing on the related activities, events, and/or products.

Response: DRAFT 1

When I was a kid, I really loved to sing. I loved how it made me feel, and I liked that when I did it, it made other people smile. I grew up in a small town in rural Massachusetts and studied with all the music teachers I could in my hometown, but I still wanted more. I decided to pursue music in college, which is where I discovered a love of teaching which opened my eyes to the possibility of a life as an educator and professional singer. In grad school I was offered an opportunity to teach music to school children through a partnership with my university. I wanted to find a way to extend that type of work in my home community in rural Massachusetts, so I decided to start the Massachusetts Singing Project. We bring a team of classically trained vocalists into local schools throughout Massachusetts to work with the students and teachers in the school there. It has been some of the most meaningful work I've ever done.

DRAFT 2

The Massachusetts Singing Project is a team of certified educators and classically trained singers who partner with schools and teachers in Massachusetts to bring innovative educational programming to students. We work with groups of up to 40 at a time and are happy to partner with teachers on programming to best meet their needs. A grant from The Vox Foundation will help us reach more students this year as we work to expand our programming.

DRAFT 3

The Massachusetts Singing Project is a team of 4 certified educators and classically trained singers. We partner with schools and teachers throughout Massachusetts to bring music programming to students who would not otherwise have it. Last year we reached 2,200 students at 12 schools in our first 6 months of programming. In order to meet our goal of 4,000 students in 2019, we are seeking \$10,000 from the Vox Foundation.

DRAFT 4

The Massachusetts Singing Project is a team of 4 certified educators and classically trained singers partnering with schools and teachers throughout Massachusetts to bring music programming to underserved students. In 2018, we reached 2,200 students at 12 schools in our first 6 months of operation. To meet our goal of 4,000 students in 2019, we are seeking \$10,000 from The Vox Foundation to support our travel expenses to 20 public schools, artist compensation, and photo and video documentation for our portfolio.

**Sample Project Grant Budget Template  
Grant Writing for Artists**

<b>INCOMPLETE! :(</b>	<b>Amount (\$)</b>	<b>Notes / Comments (describe line items below)</b>
<b>EARNED INCOME</b>		
Ticket Sales/Admissions	0	
Program/Class Fees	1000	honarium provided by schools
Sale of Work	250	tshirts and stickers
Other (please specify)	0	
<b>Subtotal earned income</b>	<b>1250</b>	
<b>CONTRIBUTED INCOME</b>		
<b>REQUESTED Grant Amount</b>	10000	
Sponsorship	0	
Donations	250	from pass the hat @ community concert
Other (please specify)	0	
<b>Subtotal contributed income</b>	<b>10250</b>	
<b>TOTAL INCOME</b>	<b>11500</b>	
<b>PERSONNEL EXPENSES</b>		
Artist Honraria	4,000	for 4 artists
Marketing, PR, and Design	0	
Technical & Admin	0	
Legal & Accounting	0	
Other (please specify)	0	
<b>Subtotal personnel expenses</b>	<b>4000</b>	
<b>Other Expenses</b>		
Audio/Video Equipment & Services	5,000	For video and audio recording
Printing	400	Sheet music + handouts
Mail	100	
Facility/Venue Rental	0	
General Program Supplies	0	
Travel/lodging	2,000	travel to schools
Other (please specify)	0	
<b>Subtotal other expenses</b>	<b>7500</b>	
<b>TOTAL EXPENSES</b>	<b>11500</b>	

**Sample Project Grant Budget Template**  
**Grant Writing for Artists**

<b>COMPLETE :)</b>	<b>Amount (\$)</b>	<b>Notes / Comments (describe line items below)</b>
<b>EARNED INCOME</b>		
Ticket Sales/Admissions	0	We offer our concerts and programs ticket free so they are accessible to everyone
Program/Class Fees	1000	\$200 honorarium provided by 5 schools
Sale of Work	250	goal to sell 20 tshirts @ \$10 and 25 stickers @ \$2
Other (please specify)	0	N/A
<b>Subtotal earned income</b>	<b>1250</b>	
<b>CONTRIBUTED INCOME</b>		
<b>REQUESTED Grant Amount</b>	10000	
Sponsorship	0	N/A
Donations	250	at our community concerts we leave a donation jar near the entrance and exit; \$250 is last year's average donations per concert
Other (please specify)	0	N/A
<b>Subtotal contributed income</b>	<b>10250</b>	
<b>TOTAL INCOME</b>	<b>11500</b>	
<b>PERSONNEL EXPENSES</b>		
Artist Honraria	4,000	honorarium of \$1,000 per artist for team of 4; this is an honorarium for the duration of the project (not per school), and represents a 10% increase from last year's wrork together
Marketing, PR, and Design	0	We do all marketing and publicity ourselves so there are no personnel expenses here; we do require some funding for printing, which can be seen below
Technical & Admin	0	none required, always perform acoustically (see below for A/V fees)
Legal & Accounting	0	none required
Other (please specify)	0	N/A
<b>Subtotal personnel expenses</b>	<b>4000</b>	
<b>Other Expenses</b>		
Audio/Video Equipment & Service	5,000	3500 for 2 cameraman and 1 audio engineer to live shoot + 1500 for post-production editing and mixing. This is a quote received from XYZ Productions.
Printing	400	300 for all sheet music for 10 school tour + 100 for classroom handouts for 10 sessions

**Sample Project Grant Budget Template  
Grant Writing for Artists**

Mail	100	budget for our publicity and recruitment efforts; cost to print 70 color mailers at ABC Printing
Facility/Venue Rental	0	
General Program Supplies	0	
Travel/lodging	2,000	1,000 for ground travel to 10 schools (car rental estimate and estimated gas for required mileage) + 1,000 for lodging at destination (2 rooms split by 4 people, based on quote at Holiday Inn Express)
Other (please specify)	0	
<b>Subtotal other expenses</b>	<b>7500</b>	
<b>TOTAL EXPENSES</b>	<b>11500</b>	

Notes from Drew:

\*The most important thing here is that you share how you got to the numbers you are listing in your budget. If you worked with the vendor previously and your estimated budget is based on their previous price, say that. If you reached out to a new vendor and requested a quote, list the quote here. If your estimated income is based on last year's income, say that in the notes.

\*You don't want any panelist to be confused how you got to the numbers you listed here. And you definitely don't want to leave the notes section blank. Make your budget easy to scan quickly, or to dive deeper into the specifics. Make it clear for someone who does not know you or your work.