

# Application Guide and Requirements for Musical Instrument Donations



---

## Mission

The mission of the *Revive La Música* program is to expand musical education alternatives for our children and youth by donating musical instruments to music programs in public schools and non-profit organizations in Puerto Rico.

## Music Program

We use the term "music program" to describe projects related to the music education of children, teens, and young adults, including:

- Contracted music teacher(s)
- Music classes as part of the curriculum (at least one class per week)
- Activities that share with the community the student's progress throughout the semester or school year (e.g., concerts, recitals, trips, competitions, etc.)
- A safe space to store instruments when not in use (evidence must be provided)

## Eligibility

Musical instrument donations will be considered for the following types of music programs (in order of priority):

- **Public schools and nonprofit organizations** that offer programs dedicated to teaching music to children, teens, and young adults ages 0-25.
- **School bands or orchestras** that have music classes and practice sessions as part of the school curriculum or during extended hours in public schools and organizations.
- **Community bands**, including musical groups, orchestras, or instrumental ensembles formed by volunteers who are not paid a salary nor collect payment for their performances and in which the band's revenue is reinvested into its operations.
- **Children and youth choir** music programs requiring the use of musical instruments.

## Application Review

This year, the musical instrument application period begins **March 11 and ends on April 19, 2024**. Applications must be submitted no later than **April 19, 2024**.

Instrument applications are reviewed by an evaluation committee. The Evaluation Committee will visit and/or request additional information from applicants as deemed necessary.

The following criteria will be used to evaluate applications:

- **Need for instruments:** The number of students participating in the musical program has grown faster than the capacity to purchase instruments.

# Application Guide and Requirements for Musical Instrument Donations



- 
- **Reach and impact of the school and/or nonprofit organization:** The school or nonprofit organization provides music education in a geographic region or community where the availability of music education is limited.
  - **Capacity of the music program:** This criterion considers the number of participants in the music program, budget, instrument maintenance, number of artistic performances and events, and the rate at which new students are added.
  - **Student talent:** Music program participants who demonstrate advanced skills in one or more instruments at an early age.
  - **Ability to train students** who show the potential to pursue music as a full-time or part-time endeavor. This includes, but is not limited to, being admitted to university-level music institutions and/or pursuing a musical career.

**Video documenting a lesson or music session offered by the school or organization:** The application must include a short 2-to-3-minute video documenting one of the classes offered by the program.

**Photo and description of the room where the instruments will be stored:** The teacher and director of the applicant school or organization must ensure that they have a place to store musical instruments. Applicants must provide a photo and description of the location where the musical instruments will be stored.

**Program projections** for the following academic year. The teacher may include in the application form a description of the program's projections, including the program's methodology, the technical or creative skills it intends to develop or strengthen in its participants, and the new activities or initiatives to be undertaken, among others.

## Award

The instruments will be awarded to the approved schools or organizations during the **third quarter of the year**, based on each music program's needs. The person of contact will receive a letter by email notifying them of the Committee's decision.

Once the instruments are awarded, the applicant organization agrees to the following:

- Picking up and transporting the instruments to their facility.
- The applicant must have a secure music room and/or instrument storage space. If the school or organization is selected, photos or evidence of the place of storage must be provided.
- Continue to offer regular music classes and have a music teacher throughout the academic year.
- If requested, the schools and organizations who receive instrument donations must submit a brief report on the use and condition of the instruments or equipment donated that year.

## Instructions for filling out the musical instrument application

- Complete all parts of the electronic form, available at: <https://forms.gle/iBX6zffko1GUyo9k6>
- Provide an email address so we may contact your organization promptly.
- Along with the form, submit the music program demo video and the photo of the music room.
- The number of instruments requested must be consistent with the number of participants in the music program.