CITY OF NASHUA
ARTS COMMISSION GRANT APPLICATION

PART I: APPLICANT INFORMATION

LEGAL NAME OF ORGANIZATION: Community Music School (DBA: The Nashua Community Music School)

ADDRESS: 5 Pine Street Extension	**CITY/ STATE /ZIP:** Nashua, NH 03060
	TELEPHONE: 603-881-7030
WEBSITE: **www.nashuacms.org**	**YEAR ORGANIZATION STARTED:** 1984

FEDERAL TAX I.D. # (EIN): 22-2528771

EXECUTIVE DIRECTOR: Lindsay Rinaldi

PRIMARY CONTACT FOR PROPOSAL: Lindsay Rinaldi

TELEPHONE: 603-881-7030	**E-MAIL**: Lindsay.rinaldi@nashuacms.org
AMOUNT REQUESTED FROM ARTS COMMISSION: $3500	**TOTAL PROJECT BUDGET:** $7000

PLEASE PROVIDE A BRIEF (2 or 3 sentences) OVERVIEW OF THE PROJECT/SERVICE FOR WHICH FUNDING IS BEING REQUESTED:

At the Nashua Community Music School, we believe that quality music instruction should be available to any student, regardless of their socio-economic background. That's why we are dedicated to consistently building a scholarship fund that can help students of any age take advantage of our music enrichment programs. This year, NCMS is seeking funding for its recently expanded and enhanced financial assistance program entitled "Music For All!" which provides financial assistance for budding music students and their families who are unable to pay the full cost of tuition.

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PART II: ORGANIZATIONAL OVERVIEW

This narrative section should contain a description of your organization's mission, services and/or programs, community issues addressed, past results and future objectives.

Please note: This Grant is dedicated to those Civic/Community and Performing Arts Groups that consistently provide programs for Nashua's citizens at no cost to those citizens. It is designed to recognize the contribution to the community by these organizations and is intended to be the City's donation to the continuation of these programs.
Please use layman's terms in this narrative, and avoid any jargon.

Directions: ***You may complete this form in Microsoft Word using the form fields or please number and write your answers on a separate page.*** We seek concise answers to these questions, so please limit your answer to 500 WORDS (with a font size no smaller than 11 point.)

ORGANIZATIONAL HISTORY In this brief history you should include:

- its mission
- services and/or programs
- community issues addressed
- past results

The mission of the Nashua Community Music School is to provide southern New Hampshire with a broad spectrum of learning, performing and listening opportunities in music and to provide vocal and instrumental lessons with the finest teachers available. Jim Johnston founded NCMS in 1984 in affiliation with the Nashua Symphony Orchestra. Prior to moving to its current location in the historic Nashua Millyard in 2006, the school based its operations within Nashua community pillars like Rivier College, Christ the King Lutheran Church and the Church of the Good Shepherd. Now under the leadership of the newly appointed Executive Director, Lindsay Rinaldi, NCMS is taking new action to further define the organization as an active charitable resource for the members of the Greater Nashua community.

The Nashua Community Music School offers a growing list of music education opportunities to students of all ages and ability levels throughout the year. Programs include: private and semi-private music instruction, Harmony Road® group keyboard classes, The Trash Talk Percussion Ensemble, African Drumming and a variety of music and art themed summer programs. All students enrolled in the school are invited to perform as a part of our Student Recital Series, which features 4-8+ free concerts each year that are also open to the public. During the 2014/2015 academic year, NCMS has expanded its focus to include action in the community by providing free workshops and performances as a part of city events such as the Nashua Artwalk, Holiday Stroll and the Nashua Public Library's "How-To Festival". In addition to these events, NCMS has launched a new wing of Music Outreach programs, which consist of a variety of travelling music workshops, professional concerts, multicultural enrichment programs and on-site music instruction options used to enhance the artistic culture of local schools and organizations. In effort to promote awareness in the community, NCMS has been awarded a grant from the New Hampshire Charitable Foundation that has partially funded small music outreach efforts for deserving organizations facing financial challenges.

Also within the last year, the small financial assistance program has grown into a full-scale scholarship effort entitled the "Music For All!" Campaign. The goal of this campaign is to attract and award low-income, deserving students with the appropriate financial assistance necessary to take advantage of the benefits of immersion within in a positive, high quality musical environment that would otherwise be financially inconceivable. Despite the limited available funding from the previous year, NCMS is proud to have offered over $1,200 in scholarships in 2015 and has managed to cover over $2,000 in work-study from our extremely tight operating budget.

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The opportunity to receive grant support from the City of Nashua for our requested **$3500** would provide a more solid and viable source for our work-study awards and increase our ability to offer scholarships to a wider audience. As a nonprofit organization and public charity, it is the duty of the Nashua Community Music School to share the positive long-lasting effects of musical involvement with as many people as possible.

PART III: PROGRAM DESCRIPTION

This form is required as part of your application.

In 2015, the Nashua Arts Commission published its Arts & Cultural Plan for the City; applicants are encouraged to review the Arts & Cultural Plan when preparing their grant requests. In your answers to the narrative questions below, please be sure to identify ways that your proposed project speaks to the Commission's top priority areas. Specifically, how does your project:

1. **Raise the profile of Nashua so it is seen as a major arts destination.**

The music education and entertainment opportunities found within a community music school are an essential part of any city that places such high value on the integration of arts and culture into the identity of everyday life. The Nashua Community Music School strives to impact the city at a socially responsible level by creating programs and opportunities that involve the widest possible audience spanning all ages, socio-economic backgrounds, and music ability levels. As our student body grows, NCMS is constantly expanding our roster of distinguished faculty artists who often share their talents throughout the region through performance. Support of the Music For All! scholarship campaign will continue to grow our student body, which will lead to an increased number of free public concerts featuring rising musical artists and professional faculty musicians. NCMS often welcomes students from surrounding towns such as Hollis, Hudson, Pelham, Brookline and Milford and has recently seen an uptick of interest in its unique programs from students throughout an expanded region including Salem, Manchester, Derry, Candia, Contoocook and Lowell, MA. This surging music activity could become a vital part of the escalation of Nashua as a major arts destination.

2. **Increase arts education opportunities for both children and adults.**

Successful acquisition of funding for the NCMS Music For All! scholarship program will directly impact the number of students and families involved with the musical arts in the Greater Nashua area. All recipients of partial scholarships, work-study positions or full scholarships are students and families who would otherwise be financially prohibited from taking part in such meaningful and enriching artistic activities. The Nashua Community Music School aims to impact the largest number of low-income child and adult students possible by approaching the evaluation of each scholarship application with a personal touch. Each scholarship application for students new to the school must include a letter from the student describing their interest and desire of musical pursuit at NCMS. Financial support of the scholarship program from the City of Nashua could also allow NCMS to allocate appropriate funding from the operating budget towards the implementation of additional community workshops, classes and performances for the benefit of the general public.

3. **Enhance the quality of life in greater Nashua in ways that have a measurable impact.**

The Music For All! campaign will most significantly effect the lives of low-income students and families in a positive way by being involved in a sophisticated musical environment on a daily basis. The rare opportunity to study with instructors of distinguished professional status, play high quality instruments and perform in a recital setting will undoubtedly impact and inspire students who would not otherwise be given the chance to explore the true benefits of music at this heightened level. This type of impact can be inspiring and life changing for a less fortunate student. The skills acquired by young students with significant dedication, talent and drive may find themselves candidates for other music scholarships at the post-secondary level. In a time where art and music programs in many public education settings are experiencing budget cuts, NCMS is actively seeking to fulfill the necessary artistic gap for these audiences while maintaining reasonable rates and accessible programming.

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4. Work toward new levels of capacity and sustainability for your organization.
Successful distribution of the scholarship funds could increase the current student body by 10-20%+, save current families from having to withdraw due to sudden financial obstacles and promote goodwill throughout our organization and the surrounding communities. This type of enrollment boost would simultaneously benefit the Greater Nashua community while creating a new level of sustainability within the organization by allowing more flexibility within our operating budget.

5. Develop stronger marketing/branding profiles for your organization and/or the larger arts community.
The Nashua Community Music School has been offering quality private music instruction for over thirty years, but it is still struggling with overall community awareness. Successful implementation of the Music For All! scholarship program would allow NCMS to gain the attention necessary to attract more budding artistic talent to the Greater Nashua area, become a source for low-income families to seek assistance and positive community involvement and to serve as an effective and welcoming environment for anyone looking to develop their creativity in music.

Format: You may complete this form in Microsoft Word using the form fields or number and write your answers on a separate page with a font size no smaller than 11 point.

This application represents (please check one only):

- ✓ A request for continued funding, operations or program support
- ~~A first time request in support of an existing program~~
- ~~A first time request in support of a new project~~

1. WHAT IS THE OVERALL GOAL OF THIS PROJECT?
The goal of the Nashua Community Music School's "Music For All!" campaign is to provide deserving low-income music students and their families with the necessary financial assistance required to take advantage of our high quality music education programs. The "Music For All!" campaign will strive to impact a larger deserving population of students by offering a variety of partial scholarships, work-study awards and select full scholarships for students demonstrating need and outstanding musical promise. The transformation of our previous small financial assistance program into a full campaign will aim to expand awareness of NCMS and it's dedication to building value in the greater Nashua community through charitable giving by way of the arts.

2. HOW HAS YOUR ORGANIZATION FUNDED THIS PROJECT OVER THE PAST YEARS?
In the past, NCMS has received support for our financial assistance program from the City of Nashua, The Frederick Smyth Foundation, Agnes Lindsay Trust and generous gifts from private donors. Increased funding from the City of Nashua specifically would allow NCMS to provide a more substantial influence within the education piece of the Nashua Arts and Culture Plan.

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3. PLEASE ATTACH A DETAILED BUDGET, SHOWING EXPENSES AND REVENUE (INDICATING WHETHER PENDING OR SECURED) FOR THE PROJECT FOR WHICH YOU ARE REQUESTING FUNDS.

The Nashua Community Music School aims to raise $7,000 as a source for scholarship awards for the 2015/2016 academic year. In effort to raise these funds, NCMS plans to submit grant applications and funding requests to the City of Nashua, Music Drives Us and other charitable organizations passionate about making quality music education opportunities accessible to all potential students demonstrating financial need. NCMS will also actively seek donor support from generous individuals, current NCMS families, faculty, staff, and alumni wishing to support this cause. All sources of support are pending at this time.

4.

5. DESCRIBE UP TO 3 MEASURABLE OUTCOMES OR RESULTS OF THIS PROJECT THAT WILL HELP ACHIEVE THIS GOAL.

The successful acquisition of funds in support of the Nashua Community Music School's "Music For All!" campaign will…

1. allow a wide array of deserving students facing financial hardships or socio-economic challenges the opportunity to learn, experience and grow from our high quality music education programs
2. provide valuable work experience for qualified students earning lesson credit through the work-study program
3. allow a wide array of deserving students facing financial hardships or socio-economic challenges the opportunity to perform in NCMS student recitals and music outreach events throughout the Greater Nashua area

6. WHAT SPECIFIC ACTIVITIES WILL YOU DO AS PART OF THIS PROJECT TO PRODUCE THOSE RESULTS? (PLEASE LIST NO MORE THAN 5)

Under the leadership of the new Executive Director, Lindsay Rinaldi, The Nashua Community Music School has begun and will continue to work hard to expand the awareness of the school and its scholarship opportunities throughout the Greater Nashua area. NCMS will strive to attract quality, deserving students with a true passion for music by taking part in local community events and providing public performances and workshops while making scholarship awareness a top priority throughout our various modes of advertising. NCMS will continue to reach out to several public, private and charter schools throughout the region by offering brief presentations at PTO meetings which introduce our music programming and scholarship opportunities to new audiences. NCMS will aim to further develop their relationship with the family coordinators employed by the Nashua Public Schools, City of Nashua Department of Parks and Recreation and local businesses such as Darrell's Music Hall in order to expand the awareness of these available music scholarship opportunities.

7. TIMING:

a. WHEN DO YOU EXPECT TO BEGIN YOUR PROJECT (MONTH, YEAR)?	September 2015
b. WHEN DO YOU EXPECT TO COMPLETE YOUR PROJECT (MONTH, YEAR) OR IS IT ONGOING?	August 2016

8. WHO WILL BE SERVED BY OR PARTICIPATE IN THIS PROGRAM? IS IT FREE TO PARTICIPANTS? HOW MANY PARTICIPANTS DO YOU EXPECT?

The beneficiaries of the Music For All! scholarship program will be deserving low-income students and families facing financial hardship or socio-economic challenges that would normally prohibit involvement in such a high quality music program of study. There is no fee to apply for scholarship consideration and the number of awards is based on the amount of funds available each year. Our goal is to provide assistance to as many students as possible each year, which could range from 5 to 50+. The majority of scholarships awarded are partial or work-study in nature in order to provide the maximum number of financial assistance opportunities each year.

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9. EXPLAIN HOW YOU EVALUATE THE FISCAL EFFICIENCY OF YOUR ORGANIZATION'S PROGRAMS.

Our financial books are maintained in Quickbooks by Patty Brault at *Accurately Accounted For*. On an annual basis our records are reviewed by Carol Romeril from Romeril Tax Accounting. All money received through grants or donations for the Nashua Community Music School "Music For All!" campaign are kept in a separate bank account used solely for financial aid. Financial aid is used exclusively to cover costs associated with the classes for which a family receiving financial aid has signed up. These costs include registration, tuition and student materials.

10. IF APPROVED, HOW AND WHERE DO YOU PLAN TO USE THE NASHUA ARTS COMMISSION'S LOGO?

The Nashua Arts Commission's logo would appear on our website, facebook page, recital programs and literature in which the Music For All! campaign and its recipients were made prominent. Additional use of their logo and other cross-promotion suggestions are highly encouraged and welcomed anytime!

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AGREEMENT TO GRANT TERMS

By signing this application form, the applicant and the fiscal sponsor (if applicable) hereby indicate(s) agreement with the following terms and conditions:

1) The information contained in this application and in any attachments is true and correct to the best of your knowledge.
2) Your organization is a nonprofit, 501(c)(3) federal tax-exempt organization, public school, public agency working for the State of New Hampshire, or an Indian tribal government (or its political subdivision) recognized by the Department of the Interior **or** has a written agreement with a fiscal sponsor that is a 501(c)(3) organization, public school, or public agency.
3) Any funds received as a result of this application will be used only for the purpose specified in the award letter. No part of any grant will be used for a political campaign or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study, and research. No portion of the award will be granted to any secondary grantee without the express permission of the City of Nashua.
4) Any funds received as a result of this application will be returned if the grant recipient loses its exemption from federal income taxation as provided for under section 501(c)(3) of the Internal Revenue Code.
5) Any funds received as a result of this application will be expended within 12 months of the payment date. At the end of this period, any unexpended grant funds will be returned to the City of Nashua, or a written request for an extension of time will be submitted to the City for approval. **An evaluation report will be submitted upon completion of your program or by the due date specified in the grant award letter.**

Lindsay A Rinaldi — 4/9/15

SIGNATURE OF PRESIDENT, CHIEF ADMINISTRATIVE OFFICER, OR TREASURER — DATE

Lindsay Rinaldi — Executive Director

PRINT NAME — TITLE

FISCAL SPONSOR

If you applied using a fiscal sponsor, please have an authorized officer of the sponsoring organization sign below

SIGNATURE OF OFFICER OR FISCAL SPONSOR ORGANIZATION (IF APPLICABLE) — DATE

PRINT NAME — TITLE

CITY OF NASHUA NON-DISCRIMINATION POLICY

The City of Nashua seeks to promote respect for all people. In its community-building and capacity-building grant making (or successor grant programs supported by those funds), the city will support organizations that do not intend to deny services, employment, or volunteer involvement on the basis of race, age, ancestry or national origin, sexual orientation, gender, physical or mental disability, or religion. It is not the intent of this policy to deny support for programs that serve specifically defined populations. By signing this form, the applicant organization confirms that it is in compliance with this policy.

Lindsay Rinaldi — 4/9/15

SIGNATURE OF PRESIDENT, CHIEF ADMINISTRATIVE OFFICER, OR TREASURER — DATE

Lindsay Rinaldi — Executive Director

PRINT NAME — TITLE

Internal Revenue Service

District Director

Department of the Treasury

P.O. Box 1680, GPO Brooklyn, N.Y. 11202

Date: OCT 0 4 1985

Community Music School
Post office Box 324
Nashua, NH 03061

Employer Identification Number:
22-2528771
Accounting Period Ending:
June 30th
Form 990 Required: X Yes ___ No
Person to Contact:
Mr. F. Rafuse
Contact Telephone Number:
(617) 223-6434

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section(s) 509(a)(1) and 170(b)(1)(A)(ii).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Beginning January 1, 1984, unless specifically excepted, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid $100 or more in a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Nashua Community Music School Board of Directors 2014-2015

Ray	Aucoin	15 Duck Mill Road	Fitchburg	MA	01420	raymondaucoin2@gmail.com	978-502-1476	Faculty Liaison
Kathy	Briggs	27 Maurice Street	Nashua	NH	03060	seacoastkb@myfairpoint.net	603-886-1045	Member at Large
Cyndi	Gadberry	1 Fieldstone Drive	Hollis	NH	03049	cyndi.gadberry@gmail.com	603-566-9919	Member at Large
Rob	Gual	29 Shipley Drive	Hollis	NH	03049	robgual@etpproducts.com	603-582-3996	Member at Large
Annabell	Hilton	3 Saxford Lane	Nashua	NH	03063	annabell@colby-group.com	603-557-3769	President
Gillian	Hinkle	50 Catlina Lane	Nashua	NH	03064	gillianhinkle@comcast.net	603-533-7449	Member at Large
Elizabeth	Libby	29 Robin Hood Road	Nashua	NH	03062	bethlibby@yahoo.com	603-881-5652	Member at Large
Dan	Magarrell	38 Wethersfield Road	Nashua	NH	03062	danmagarrell@comcast.net	603689-5023	Member at Large
Judy	Nesset	48 Catalina Lane	Nashua	NH	03064	judynesset@hotmail.com	603-321-0070	Member at Large
Lindsay	Rinaldi	705 Belmont St.	Belmont	MA	02478	lindsay.rinaldi@nashuacms.org	603-305-7889	Executive Director
Dave	West	8 Vernon Street	Nashua	NH	03064	dwest259@gmail.com	603-582-4113	Member at Large

Nashua Community Music School Employees

Lindsay Rinaldi, Executive Director (Appointed June 2014)
Kaina Mondesir, Office Registrar

NCMS 2014-2015 Budget

Income	14/15 Budget
Unrestricted Giving/Fundraising	$ 12,000.00
Restricted Giving	
Scholarships	$ 1,500.00
Equipment	
Programming/Capacity Building	$ 7,000.00
Registration Revenue	$ 120,000.00
Returns	$ (100.00)
Materials Revenue	$ 600.00
Interest & Other Income	
Total	$ 141,000.00
Expenses	
Advertising - Print Ads (Telegraph, Programs)	$ 1,834.20
Advertising - Electronic & Social Media	$ 360.00
Bank card fees	$ 1,200.00
Donation Expense - Restricted Giving (Equip. & Prog.)	$ 7,000.00
Donation Expense - Restricted Giving (Scholarships)	$ 1,500.00
Equipment - Classroom Supplies	
Equipment- Early Childhood Materials	$ 500.00
Equipment - Business	
Equipment - Musical	
Instrument Maintenance	$ 310.00
Insurance	$ 1,433.00
Line of Credit - Interest Payments	$ 1,776.00
Line of Credit - Paydown	$ 4,800.00
Office Expense - Copier	$ -
Office Expense - Postage	$ 300.00
Office Expense - Supplies & Licenses	$ 1,337.19
Payroll Expenses - Payroll Taxes (SS, Medicare & Unemploy)	$ 2,800.00
Payroll Expenses - School Registrar	$ 7,728.00
Payroll Expenses - Salary (ED)	$ 24,816.00
Professional Fees - Bookkeeper & Tax Preparation, Licenses & Permits	$ 2,050.00
Rent	$ 9,600.00
Subcontractors - Accompanist Fees	$ 1,200.00
Subcontractors - Accredited Teachers	$ 68,687.48
Telephone	$ 1,725.45
Total Expenses	$ 140,957.32
Net Income	$ 42.68