

## Willmar Music Matters Grant Request

Grant request deadline is 30 days prior to the next Music Matters board meeting dates:

**Please have your complete form submitted to President, Darcy Lease Gubrud, by the 1<sup>st</sup> of the meeting month.**

January 1 | March 1 | June 1 | August 1 | October 1 | November 1

Requestor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Grant request is for the following school(s) and program(s):**

- Elementary – Kennedy       Elementary – Roosevelt       Willmar Middle School       Willmar High School  
 Orchestra     Band       Choir       General Music       Other \_\_\_\_\_

If grant is approved, reimbursement request must be received from the Willmar School District by December 15, of each year, allowing Willmar Music Matters to close out their annual bookkeeping by year-end. If the request is not received by Willmar Music Matters by December 15 of each year, the request will no longer be valid and the requestor must reapply. NOTE: Music Matters will honor special circumstances when the grant must be reimbursed to WPS in the following school year timeframe.

Item(s) Requested: \_\_\_\_\_

\_\_\_\_\_

Brief Description/Specify the Need: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Please attach a copy of the estimate or URL of the website with the cost estimate.

- Approved       Not Approved

A copy of an approved grant request form will be retained by the Treasurer of Willmar Music Matters (Melissa Mangen).  
A copy of this form should be included with your invoice sent to the Willmar Public School District Business Office.

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

The form can be submitted electronically to Darcy Gubrud, President at [darcyleasegubrud@yahoo.com](mailto:darcyleasegubrud@yahoo.com)  
or mailed to the address below.