



American Orff-Schulwerk Association

Music and Movement Education

P.O. Box 391089

Cleveland, OH 44139-8089

(440) 543-5366

info@aosa.org

www.aosa.org

American Orff-Schulwerk Association

Gunild Keetman Assistance Fund

Guidelines and Policy for Applicants

The Gunild Keetman Assistance Fund provides financial aid to AOSA members who are interested in furthering the growth of Orff Schulwerk. These persons must need financial aid to further their education in Orff Schulwerk or to develop a valid, creative project.

- The funds may be used for training or special creative projects that are associated with Orff Schulwerk and that will benefit music education.
- Applicant must demonstrate personal need of financial aid for this grant.
- Applicant must be a current member of AOSA and must have been an AOSA member in good standing for one year prior to making application for the grant.
- Applicant must be a citizen of the United States of America or must have resided in the United States of America for the past five years.
- Applications for training in AOSA-approved courses, the Orff Institute in Salzburg, or for the Introduction to Schulwerk course offered at the AOSA national conferences for first time attendees will be given priority over applications for training in other courses.

Background:

The Gunild Keetman Assistance Fund was established by the American Orff-Schulwerk Association to honor Gunild Keetman for her work in the development of the Schulwerk. The Fund offers financial assistance to members of AOSA who have special creative projects or studies they wish to undertake related to the Schulwerk. It is reserved for uses and benefits associated with Orff Schulwerk.

Application Procedure:

All necessary pages and forms must be typed, completed and returned to AOSA Headquarters no later than January 25. Submit **TWO** copies of all documents. One of the copies must have **all personal information deleted (items denoted by asterisk)**. E-mail address is: info@aosa.org. The pages and forms include:

Personal Information

You may include a one-page resume in lieu of the professional experience and education section.

Project Description, 1-2 pages

Please describe the nature and purpose of this project, and its immediate and subsequent value to you and to AOSA. Make your statement as complete and concise as possible to help the committee in its evaluation of your request. Include a current inventory of your school's equipment.

Agreement

See attached. Return with application.

Financial Statement

If the application is for training, please submit a Financial Statement (See attached.) and copies of the two most recent income tax returns you have filed.

Reference Letters Forms

Give a copy of the reference page to three people who are to write a letter for you on your behalf.

Topics should include:

- (a) Relationship to the applicant
- (b) Knowledge of subject matter and teaching ability
- (c) Relationships with supervisors, colleagues, students
- (d) Work ethic: industry, follow-through, responsibility

Completion of Project

It is understood that funded training/projects will be completed by December 31. If the funds cannot be used by that time the committee may grant an extension if request is made in writing by January 1.

If the funds are awarded, a follow-up report should be sent to info@aosa.org. (See Agreement.)

Funds

If funded and the grant is for training/project, AOSA will send a check to the individual by April 30. If the grant is for more than \$599, the grantee will receive a 1099-MISC in January of the following year. Grantees are responsible for keeping receipts of expenses for their own tax return.

Keetman Funds will not be awarded to the same person more than once in three years. If a request has been denied, a person may apply again the following year.

Grant Amount History

| | |
|------|--|
| 2009 | 13 grants, \$17,073 awarded: \$200, \$1400, \$665, \$883, \$2265, \$1000, \$1460, \$1360, \$1065, \$2000, \$400, \$1475, \$1100. |
| 2008 | 12 grants, \$21,090 awarded: \$3,800, \$2,575, \$2,370, \$2,310, \$2,170, \$1,700, \$1,585, \$1,300, \$1,280, \$1,200, \$800 |
| 2007 | 13 grants, \$14,880 awarded: \$1,500, \$1,500, \$1,300, \$1,250, \$1,200, \$1,000, \$1,000, \$1,000, \$1,000, \$1,000, \$1,000 |
| 2006 | 9 grants, \$9,582 awarded: \$1,400, \$1,268, \$1,190, \$1,170, \$955, \$650, \$649 |
| 2005 | 8 grants, \$8,595 awarded: \$2,850, \$1,050, \$1,000, \$800, \$785, \$785, \$725, \$600 |

Gunild Keetman Assistance Fund Application

Only typed and complete applications will be reviewed. Submit **TWO** copies of all documents. One of the copies must have **all personal information deleted (items denoted by asterisk).**

Part I: Basic Information

*Name
*Address
*City
*E-mail

*AOSA Membership #
*Social Security #:
*State *Zip

*Place of Employment
*Business Phone

*Full or Part-time
*Home Phone

*Name of principal
*Address

*Name of principal superintendent
*Address

*Name of other administrator or supervisor (if applicable)
*Address

*Local Media Contact
*Address

Purpose of Grant
*Location of Training or Project
Amount Requested

Please list the percentage of your time each week in the following grade levels:

Preschool/kindergarten
Grades 1-5
Grades 6-9
Other

Are you a citizen of U.S.A.?

If not, please list places and dates of residency for the last five years.

Are you an AOSA member? How long? (Student membership may be included.)

Are you a member of an AOSA local chapter? *Which one? How long?

If not, why?

List any leadership roles you have had with your chapter:

How did you hear about this grant?

Part II: Curricula Vita

On one copy, be sure to delete any information that specifically identifies you. (May use own form)

***Professional Experience:** (List most recent first. Include job title and dates of employment.)

***Education** (List most recent first. Include dates, degrees attained, and specialized Orff teacher training.)

***Other Professional Activities:** (Professional Associations, Performing groups, etc.)

Part III: Details Pertaining to this Specific Project

Please detail the nature and purpose of this project and its immediate and subsequent value to you, the low-income group you represent/teach, and to AOSA. Your statement should be complete but as concise as possible to help the committee in its evaluation of your request.

Part IV: Confidential Financial Statement

Please complete if applying for funds for training.

I. Anticipated Finances of the Assistance Fund Project:

A. Total Expenses:

- Tuition
- Materials
- Travel
- Lodging
- Other Please provide details.

B. Portion of cost you will assume:

C. Portion of cost assumed by other sources:
Please provide listing.

D. Portion of cost requested from AOSA:

II. Total Income

- A. Your annual income:** Last Year This Year
- 1. Wages
 - 2. Dividends
 - 3. Interest
 - 4. Other than A, B, C
 - 5. Non taxable income

B. Spouse's income

III. Federal Income tax you paid

IV. Federal Income tax of spouse

V. Number of dependents

VI. Please include a short statement of any special financial circumstances that the Financial Assistance Committee should consider.

VII. Please include copies of the two most recent income tax returns you have filed with all personal and indentifying information removed from one copy.

By submitting this application, you affirm that these facts are correct to the best of your knowledge.

***Full, Legal Name:**

Date of Application:

AOSA Grant Award Agreement

If a grant is awarded, I agree to:

- 1) have my name announced in *Reverberations*, other educational journals, and at the AOSA National Conference.
- 2) send a copy of the course transcript, grade slip if used for study, or verification of project completion to AOSA within twelve months of notification of receiving the grant.
- 3) send a letter of acknowledgment to AOSA summarizing my grant experience along with a photograph of myself at training within thirty (30) days after the completion of the project. This may be printed in *Reverberations* or posted on the AOSA Web site. Send to info@aosa.org.
- 4) If receiving instruments, please include a photo of children with the instruments. Also, include a signed Photo Permission Form.

By submitting this application, you agree to the terms of AOSA grants.

Full, Legal Name:

Date of Application:



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**Gunild Keetman Assistance Fund Application
Character Reference**

Name of Applicant:

Date:

Please comment in your typed letter about the following for the applicant:

- (a) Your relationship to the applicant
- (b) Knowledge of subject matter and teaching ability
- (c) Relationships with supervisors, colleagues, students
- (d) Work ethic: industry, follow through, responsibility

Please include your Title/Position and a phone number where you can be contacted.

Letters should be sent directly to AOSA Headquarters postmarked by January 25.

AOSA Headquarters
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