

## AREA 7 C.H.I.M.E. GRANT PROJECT

The Area 7 Committee for Handbells in Music Education (hereafter referred to as C.H.I.M.E.), under the supervision of the American Guild of English Handbell Ringers, Inc. (dba Handbell Musicians of America hereafter referred to as The Guild) Area 7 Board of Directors, wishes to strongly encourage schools and other educational institutions to develop music education programs using handbells or handchimes. To support the development of such programs, The Guild Area 7 C.H.I.M.E. is offering a grant program to schools in Minnesota, Wisconsin, North Dakota, South Dakota and Manitoba.

The specifics of this program are listed below. This document also includes an application form. Schools and educational institutions interested in applying for a grant should complete the application and return it to the address indicated herein.

### **RESPONSIBILITY OF AREA 7**

1. Provide a three octave (37 handbell/handchime) set for one school year.
2. Provide 3" or 4" foam pads, covers and portable music binders.
3. Provide a complete set of teaching materials in good and usable condition.
4. Provide a support network of experienced ringers and directors to assist in the development of a beginning ringing program.

### **RESPONSIBILITY OF SCHOOL**

1. Include the C.H.I.M.E. Program as part of the regular schedule, with the same group of students being involved for at least one semester, preferably for the entire year.
2. Purchase a one-year membership in The Guild, Inc. [www.handbellmusicians.org](http://www.handbellmusicians.org)
3. Purchase cotton gloves for the student ringers. (Gloves are not necessary for handchimes.)
4. Replacement of teaching materials damaged beyond usefulness, as determined by the Area 7 Board or its representative.
5. Repair or replacement of lost or damaged equipment, based on the inspection by an authorized Area 7 representative.
6. Pay postage and/or shipping fees for the return of the handbells and teaching materials to Area 7 or to the next designated site as directed by the C.H.I.M.E. Representative.
7. Provide insurance coverage based on the replacement value of the handbells/handchimes, accessories and equipment while in the possession of and in transit from the School District or educational institution.

8. Grant Area 7 permission to photograph and/or audio/video tape the use of the handbells/handchimes by the students, for marketing purposes only.

### **RESPONSIBILITY OF THE MUSIC TEACHER**

1. Implement the handbell/handchime program as a part of the total music experience.
2. Make full use of the mentor provided by Area 7 in order to learn about the proper use of handbells/handchimes.
3. Present the handbells/handchimes to the student body and parents during at least one concert per semester.
4. Begin the necessary planning (*i.e.*, fund raising and scheduling) to continue the handbell/handchime program following the grant.
5. At least one of the following activities will be required:
  - a. attend a local or regional The Guild conference
  - b. attend an Area 7 or National Conference
  - c. attend an Area or National Director's Seminar
  - d. write a brief report/article concerning the project for *Clapper Chatter*, Area 7's newsletter

### **FINAL REPORT**

A final evaluation of the project must be sent to the Area 7 C.H.I.M.E. representative within two months of the conclusion of the grant. This report must include an evaluation of the impact the project had on the school and its music program. Supportive material (*i.e.*, programs, video tapes of classroom activities and performances, student evaluations or responses and other appropriate materials) must be included.

### **COPYRIGHT RESTRICTIONS**

1. The teaching materials provided through this grant are not for sale to the applicant and must be returned to Area 7 in good condition.
2. Photocopy or reproduction by any mechanical means of materials provided without prior approval of copyright holder and Area 7 is strictly forbidden. Such duplication will result in the immediate cancellation of the grant and will require the immediate return of the handbells/handchimes, accessories and teaching materials.

### **ADDITIONAL INFORMATION**

For additional information contact:  
Area 7 C.H.I.M.E. Grant Coordinator  
Jennifer Cadwell  
6712 Everest Ln. N.  
Maple Grove, MN 55311  
Phone: 612-408-9105  
Email: [chime.area7@handbellmusicians.org](mailto:chime.area7@handbellmusicians.org)  
Area 7 Website: [www.area7.handbellmusicians.org](http://www.area7.handbellmusicians.org)  
National Website: [www.handbellmusicians.org](http://www.handbellmusicians.org)



# AREA 7 THE GUILD C.H.I.M.E. GRANT PROJECT

## APPLICATION

EDUCATORS'S NAME \_\_\_\_\_

MENC MEMBER # \_\_\_\_\_ The Guild MEMBER # \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_

HOME EMAIL \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SCHOOL TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_

SCHOOL EMAIL \_\_\_\_\_

I would prefer:  Schulmerich handbell set

Malmark handbell set

Schulmerich handchime set

Malmark handchime set

Preferences are determined on a first-come, first serve basis.



Continued: AREA 7 THE GUILD C.H.I.M.E. GRANT PROJECT **APPLICATION**

In the space below, describe your school in reference to the grade levels and education environment. Include or attach your school's mission statement, if available.

In the space below, write a brief statement giving your education history and experience (including degrees). Describe your experience, if any, with handbells/handchimes.



Continued: AREA 7 THE GUILD C.H.I.M.E. GRANT PROJECT **APPLICATION**

In the space below, explain how this learning package will be implemented in your school. Include the following:

1. Frequency of student exposure to the handbells/handchimes
2. Number of students to be included and amount of rehearsal time per week
3. Specify which students will be included in the program (general education, special needs education, etc.)



## AREA 7 THE GUILD C.H.I.M.E. GRANT PROJECT ASSURANCES AND AGREEMENTS

I certify that the statements in this grant application are true, accurate and complete to the best of my knowledge. If selected, I agree to abide by the terms of the grant as detailed. If selected, I agree to accept responsibility for the proper care and maintenance of the grant materials. I will assume responsibility for their safe return or replacement, if damaged, as described in numbers 5 and 6 under "School Responsibilities." In compliance with The Guild Area 7, The Guild National and U. S. copyright laws, I agree not to photocopy any music or printed materials provided me by Area 7 The Guild.

\_\_\_\_\_  
EDUCATOR APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL/ADMINISTRATOR

\_\_\_\_\_  
DATE

My signature below indicates my support of the Principal/Administrator and the Educator involved in the Area 7 C.H.I.M.E. Grant Project.

\_\_\_\_\_  
SUPERINTENDENT / DISTRICT OFFICIAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

### FOR AREA 7 USE ONLY

Date Received \_\_\_\_\_

Applicant Number \_\_\_\_\_

Reviewed \_\_\_\_\_

Result \_\_\_\_\_

Approved by \_\_\_\_\_ - C.H.I.M.E. Grant Coordinator



## AREA 7 The Guild C.H.I.M.E. GRANT PROJECT

### FINAL EVALUATION

EDUCATOR'S NAME \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

Please respond to the following questions as a means of evaluating the success and effectiveness of your handbell/handchime program that was supported by the Area 7 The Guild C.H.I.M.E. Grant. Please include any additional information you feel will be helpful in the planning and administration of future grants.

Use this page as a cover sheet for your responses.

1. Describe the program that was developed with the grant. Include the impact on participating students and the general student body. Include any comments by students, parents and administrators. Provide copies of programs if possible. Discuss your plans for the future of a handbell/handchime program in your school.
2. Briefly evaluate the support you received from Area 7 The Guild and Area 7 C.H.I.M.E. Include ways you feel we could improve this grant program.
3. List The Guild and MENC events you participated in during this project. How did these events aid you in this project?



**AREA 7 THE GUILD  
C.H.I.M.E. GRANT PROJECT  
FOR SCHOOLS**

**Consent to Photograph, Videotape  
and/or present image on the Internet**

I hereby authorize \_\_\_\_\_ to  
Name of school, organization, media outlet

photograph, videotape, and/or present the image on the internet of

\_\_\_\_\_  
Printed name(s) of minor aged child(ren)

for the purpose of providing working examples of the use of handbells/handchimes for

1. This facility's training and in-service program
2. Sharing positive program examples in the community
3. Regional and National professional conferences of The Guild, Inc.
4. For use by other professional education organizations

I understand that the consent will be effective from \_\_\_\_\_ to \_\_\_\_\_  
Grant "begin" date  
whatever date is deemed appropriate by Area 7 The Guild and can be withdrawn at any time.

\_\_\_\_\_  
Printed name of legal parent/guardian Relationship to student

\_\_\_\_\_  
Signature of parent/guardian Date