

# Application to join the Berklee City Music Network

**PLEASE NOTE:** This version of the Berklee City Music Network application is only a copy for your reference as there is no save function. Only applications submitted through the official web version will be accepted. The web version can be located here: <http://berkleecitymusicnetwork.org/join-network/join-network-01.php>

Thank you for your interest in becoming a Berklee City Music Network (BCMn) member. This in-depth application allows applicants to the BCMn to share the many aspects of all of the great work that they accomplish, and City Music to consider applications in the best light possible.

Please be advised that there is no save function for this application. We encourage applicants to download the Microsoft Word version, review it, fill in all relevant information, and then copy/paste that information into the application below.

Below are guidelines for completing the application. For additional questions or for help filling out the application, please contact Arin Canbolat via phone at 617-747-6173 or email at [acanbolat@berklee.edu](mailto:acanbolat@berklee.edu).

- Please complete all fields.
- Incomplete applications will not be considered.
- The more detailed information you provide, the better we can evaluate your organization.
- We are not looking for minimum or maximum values for any categories, but to accurately understand your organization's activities and population.
- All submitted information is kept confidential.
- Every fully completed application will be reviewed to determine if a visit to your organization is warranted.
- For all required supplemental materials please email them to Arin Canbolat.

## PAGE 1

Institution Name:

Submitter Name:

Executive Director Name:

Contact Administrator Name:

Contact Administrator Title:

Street Address:

City:

State:

Zip Code:

Mailing Address (if different from street address):

City, State, and Zip Code:

Phone Number:

Fax Number:

Website URL:

Select the designation for your organization:

Years in operation:

Years at current location:

## **PAGE 2**

List your institutional mission and core values.

How is your mission published to your community?

What aspects of your mission most closely align with the mission of Berklee City Music? E.g. economically disadvantaged youth, underserved populations, popular music education, college preparatory, contemporary music styles, etc.

Submit a PDF of your institution's organization chart. (Files cannot exceed 2MB)

Number of staff:

Number of FTE faculty:

Number of students:

Briefly describe the administrative roles and responsibilities of daily operation.

If governed by a board, please list and describe members.

Please list any professional societies, local education and/or business organizations to which your institution belongs.

Annual operating budget:

Endowment:

Annual revenue:

Annual fundraising goal:

Please state your overall operating budget for the current fiscal year and the last fiscal year. Please provide two separate amounts for each year.

Please state your music-programming budget for the current fiscal year and the last fiscal year. Please provide two separate amounts for each year.

Submit a PDF or Excel file of your annual operating budget for the last complete fiscal year. (Files cannot exceed 2MB)

Do you receive federal funding? If so, how much?

Submit a PDF of your organization's rules, guidelines, and protocols. (Files cannot exceed 2MB)

### **PAGE 3**

Describe your education facilities, and how well they meet the needs of your educational programs.

Is your facility ADA compliant?

How do participants access or commute to your facility? Please explain.

Is your facility the main campus or satellite location of your organization?

Size of facility (square feet):

How many ensemble rooms do you have?

How many practice rooms do you have?

How many recording studios do you have?

Do you have recital space? If yes, please describe. Please state size, type (black box, jazz club, etc.)

How many computers do you have and what type(s)? Please also describe what music accessories you have for your computers (ex: MIDI keyboards, ProTools, Logic, etc.)

Computers: how many and what type(s)?

Do you have a projector and/or Smart Board? If yes, please describe how it is used.

What is your Internet bandwidth? Please provide your upload and download speeds. (Not sure? Test it here and share your results with us: [www.speedtest.net](http://www.speedtest.net))

Please describe the instruments owned by organization and/or rented to students. List instruments and quantity, and indicate if students are allowed to take the instruments home.

#### **PAGE 4**

Please list programs offered.

Submit curriculum outline to include framework, philosophy, goals, and objectives. Include student benchmark expectation and evaluation methods.

List up to five music courses that best represent your organization (if applicable, include ensembles). Please include course name, level, description, and number of participants.

What are your organization's goals for its students? Be as specific as possible.

What metrics does your organization use to measure the effectiveness of its courses?

Do you conduct student evaluations? If so, what is your methodology?

How often are evaluations administered?

Do participants obtain a certificate/diploma upon completion of your program?

If so, what are the criteria?

## **PAGE 5**

Please provide an age breakdown of the students enrolled in your organization. Group by 5–10 year olds, 11–14 year olds, and 15–19 year olds

Please provide a breakdown of the race/ethnicity of the students enrolled in your organization. Please specify the numbers of Hispanic, Asian, American Indian or Alaska Native, Black or African American, Native Hawaiian or Other Pacific Islander, and White students

Please provide the gender breakdown of the students enrolled in your organization.

What is your total number of students?

How many underserved students do you have?

How many music students do you have?

How many underserved music students do you have?

How many of your students have disabilities or special needs?

How many students qualify for free or reduced lunch programs? If you do not use the free or reduced lunch, how do you track underserved status and how many of your organization's students qualify as underserved under your organization's method?

Does your organization offer scholarship and/or financial aid opportunities? If yes, what is your process for determining recipients?

What is the percentage of students with prior music experience? Be as specific as possible.

Do you recruit students? If so, please describe your recruitment strategy.

How does your institution determine and set admissions standards?

Describe the audition, acceptance, and enrollment process for your music program.

## **PAGE 6**

Please provide faculty credentials and/or relevant experiences for 1–5 of your music instructors. Please include: Name, Title, Subject Area(s), School Attended, Degree and concentration, Certifications, Relevant Experiences, and whether or not they're Berklee Alumni. Please also send Resume/CV to Arin Canbolat.

Do you contract/invite guest artists or clinicians to enrich your programming?  
Ex: master classes, workshops, etc.

Do you currently have any Berklee alumni as faculty?

Berklee College of Music and Berklee City Music require that all instructors authorize a background check by the Department of Criminal Justice Information Services (CORI). Does your organization have similar requirements? If so, what are they?

How many credentialed (i.e. Praxis) music educators do you have on staff?

Do you provide professional training and development for your faculty? If so, what type(s) and how often? Please provide examples.

What percent of students have completed the requirements for your program?

What percent of students from your program have been accepted to college?

What percent of your students have received scholarships to college?

Please list examples of colleges your students have attended.

How many of your students have majored in music in college?

How many prior students have attended Berklee College of Music?

How many students received scholarships from Berklee College of Music?

## **PAGE 7**

How many community engagement opportunities do you put on or take part in each year? Examples of community engagement can include public concerts, performances at community events, workshops and other outreach at local schools, etc.

Does your organization hold fundraising events? If so, how many per year?

What performance opportunities (egg. spring concert, club dates, performances at community venues, etc.) does your organization provide to its students/participants?

What methods do you use to communicate with your students and their families regarding scholarship opportunities, academic progress, events, etc.?

What is your marketing and promotion strategy? Check all that apply

## **PAGE 8**

Please list any organizations offering similar programming in a 30-mile radius.

Additional Comments:

I have uploaded or emailed all supplemental material required for this application.

Organization chart – Annual operating budget for the last fiscal year – Organization rules, guidelines, and protocols – Curriculum outline to include framework, philosophy, goals, and objectives. Include student benchmark expectation and evaluation methods. – Lesson plans from the five music courses listed in the application