

**ANNAPOLIS CHAPTER OF LINKS INCORPORATED**  
**Joyce Picot McManus Musical Grant Program**  
**2024/2025 Grant Application**

***THE LINKS, INCORPORATED***

The Links, Incorporated is one of the oldest and largest volunteer service organizations of women committed to enriching, sustaining and ensuring the culture and economic survival of African Americans and other persons of African ancestry. Our organization, founded November 9, 1946, is an international not-for-profit organization with 283 chapters located in 41 states, the District of Columbia and the Commonwealth of the Bahamas. The 15,000 members are influential decision makers and opinion leaders who contribute more than 500,000 documented hours of community service annually. The purpose of friendship and service is embraced by all local chapters.

The Annapolis (MD) Chapter of The Links, Incorporated has been serving the Annapolis and Anne Arundel County communities since 1962. As part of its commitment to these communities, the Annapolis Chapter has launched many different programs to serve the community. These include health related initiatives for adults and children, scholarship programs to help high school students pursue a college education, community arts initiatives and partnerships, and monthly workshops on leadership, business, life, and career skill building along with social consciousness for nearly 50 minority young women at Annapolis High School.

Information about The Links, Incorporated and the Annapolis Chapter may be found at [www.linksinc.org](http://www.linksinc.org) and [www.annapolislinks.org](http://www.annapolislinks.org), respectively.

***Joyce Picot McManus Music Grant***

The Annapolis Chapter of Links, Inc. established the Joyce Picot McManus Musical Grant (JPM Grant) in 2019. This grant program is in memory of the significant contribution in music made by Mrs. McManus to the Anne Arundel County Public School System, the Annapolis Opera, and the Annapolis Chapter of Links. Go to the Chapter's website at [www.annapolislinks.org/new/scholarship/](http://www.annapolislinks.org/new/scholarship/) to learn more about Link Joyce Picot McManus.

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### **Grant Purpose and Uses**

The recipient of the JPM grant award can use funds to advance musical development through exploration and expression of different genres of musical styles. The JPM grant is designed to advance musical development for high potential students in under-represented communities with limited musical advancement opportunities and experiences. Applicants can request an award from a wide range of musical options for developing musical experiences or expressions.

- The musical genres for consideration can include various musical styles such as jazz, classical, hip-hop, rap, opera, blues, country, or rock, among other areas.
- Suggestions for projects supported by the JPM grant are below. Applicants may also submit their own project idea (outside of this list)
  - creating an original musical project or score;
  - providing an original musical performance to an audience;
  - providing an avenue for musical expression;
  - expanding musical knowledge through classes, study with a master musician, or attending a musical camp;
  - advancing professional knowledge by participating in a musical internship, or other options proposed by the applicant.
- Successful applicants will have one year from award date to implement their approved program.
- Successful completion of the award project will include a performance product, such as a completed musical product, a public performance, a written report of musical growth or other appropriate products. Interim status reports are also required.
- Grant schedule:
  - December 1, 2024 .....Applications open for grants
  - March 31, 2025.....Grant submission and closing date for applications
  - April 1-April 30, 2025.....Grant application review and selection
  - May 2025..... Notification of grant recipient
  - May 2025 – April 2026.....Project implementation period
  - August, October 2025 and February 2026..... Interim project updates
  - December 2025 or April 2026.....Project product or presentation

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- The grant award is for a maximum of \$2,000, which must be justified in the budget component of the application. The applicant must justify their budget request and can request less than \$2000, dependent on project requirements.
- Only one grant award will be awarded for the 2024/2025 JPM grant cycle.
- The grant review process includes two phases:
  1. Phase one will be a review of all submitted documents, Phase two applicants will be selected from this process.
  2. Phase two applicants will participate in an in-person presentation of their project plan/description.

## **ELIGIBILITY REQUIREMENTS**

**Residency** Resident of Anne Arundel County, MD

**Student Status:** High school sophomore, junior or senior at an Anne Arundel County, MD school. Must have attended a County high school for at least two consecutive years.

**Musical Program Participation or Experiences: (None Are Required).** However, if the applicant has had musical experiences in school or through community activities, they should identify them.

**Essay/Project Description** Yes. Applicant must explain project, how the grant will further musical exploration or advance musical expressions, and capacity to implement

## **SOME FAQs ABOUT THE GRANT**

1. Can I apply if I have never taken a formal music class or program at my school?  
**YES**
2. Can I apply if all or most of my musical experiences came from my church or community involvements? **YES**
3. Will applications be accepted if I do not attend a public school (e.g. private, parochial or charter school)? **YES**
4. Do I have to submit a music work sample with my application? **NO**
5. Can I apply if I am a middle school student? **Not yet. During this phase of the grant program, the award is available for sophomore or junior high school students.**
6. Is there a fund-matching requirement for the grant? **NO**
7. What should I do if my project of interest is greater than the grant award level?  
**The JPM grant award only has a maximum funding level of \$2,000.**

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8. Will I be able to change my project after it is approved for a grant award? **Any changes must be approved by the Annapolis Chapter of the Links.**
9. Can I get assistance with the completion of my application? **Yes, do not try to go it alone. Please consider obtaining assistance from a trusted adult and someone who will review your application before submission.**
10. When will I know if I am the successful applicant? **By the end of May 2025.**
11. Why do I need to submit a picture with my application? **Yes, the picture of the successful applicant will be used as a part of the Link Chapter's program materials.**
12. Will there be 2<sup>nd</sup> and/or 3<sup>rd</sup> place grant awards? **NO. For this grant program phase, only one award is anticipated.**
13. What type of projects will be considered for funding? **See Grant Purpose and Uses section above**
14. What type of projects will not be supported through the grant? **Any non-musical application will be rejected.**
15. If you have other questions, then please email us at [arts@annapolislinks.org](mailto:arts@annapolislinks.org).

### **APPLICATION INSTRUCTIONS**

To be considered for the JPM grant award, a complete application must be received by March 31, 2025. Applications may be submitted via email to [arts@annapolislinks.org](mailto:arts@annapolislinks.org) or mailed to the address listed below. **Late applications will not be accepted. Incomplete applications will not be accepted. The applicant is encouraged to obtain assistance from a trusted adult or a reviewer for the application before submission.**

A complete application packet must include the following four (4) items:

- 1) Grant Award Application Form
- 2) A 300-500-word project description explaining the musical effort for which the grant is being sought. Essentially this is your project narrative answering the: Who, What, Why, and When of your project. Be sure to address the following:
  - a) The type of musical genre/style for the project and why it is of interest to applicant

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- b) Basis of project interest or the type of experiences or activities related to the project that supports the applicant's capacity to complete the project (if applicable)
- c) Explain if the project is a new or an ongoing effort that requires this grant for completion
- d) Explain ability to ensure completion of the project, including the interim progress and final project production or work sample.

*Please note, the project description must be typed and will be evaluated based on the clarity and completeness of content and presentation.*

3) Grant budget request Form

4) Two Letters of Recommendation (placed in a separate sealed envelope with signature across seal and submitted via US Mail to the address below or submitted via email to [arts@annapolislinks.org](mailto:arts@annapolislinks.org) ) with Recommendation Form. Letters of Recommendation sent via email must come directly from the recommender.

a) One letter from a music teacher, musical performer, church musical director, or community musical coordinator/administrator addressing the applicant's musical interest, experiences or activities, and musical potential -This letter should include the length of time the recommender has known the applicant and in what capacity. The letter should also address musical potential related to the applicant's area of interest and how potential is determined. Institutional /organization letters must be on official letterhead. Letters should be signed and dated, and include the recommender's contact information (i.e., email address and phone number).

**Note:** if the applicant has not participated in any formal musical program, this letter of recommendation should be provided by someone who can attest to the applicant's musical interest/passion. The recommenders' knowledge of the applicant's musical interest should be explained in the letter.

b) One letter from an individual who knows the applicant well and can address the applicant's ability to follow-through on efforts undertaken-This recommendation should not be completed by any member of the applicant's family. A coach, mentor, employer, community service provider, or any other adult who knows the applicant well may complete it. The letter should include the length of time that the recommender has known the applicant and in what capacity as well as any dates of participation and activities performed by the student (if applicable). Also include the name of the

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recommenders/representative's organization with which the applicant was a member, employed or volunteered. This letter should address the applicant's experience and commitment to follow through with efforts and experience in completing initiatives or tasks. The letter must be dated and include the recommender/representative's signature and contact information (i.e., email address and phone number).

**REVIEW PROCESS AND SELECTION CRITERIA**

Along with Annapolis Link Chapter Members, an independent panel of musical experts from the Annapolis and the Anne Arundel County Area, representing the diversity of our music community, will review the applications. The identities of all panel members will remain anonymous. The decisions of the panel are final. Below are some of the criteria the panelists will use to judge your application.

Applicants are reminded that the selection process is a two-phase effort that first includes a review of the submitted applicants. For semi-finalists, determined from the first phase review, the second phase will include an in-person presentation of the project description or plan.

**Artistic Vision of the Applicant**

Does the applicant demonstrate a compelling musical interest by explaining "the why" of his or her interest in the project? Is the vision for the project clearly presented? Does the applicant demonstrate how his or her musical background or lack of a background in the area will work to aid or not impede successful implementation?

**Project Description**

Is there a clear purpose or intention for the project, with a compelling vision that is supported by good planning? This should explain the what, when, how of the applicant's vision – with all elements tied together within the description.

**Potential for Success and Capacity**

Is there a high level of musical interest and/or potential for the applicant to successfully complete the project? What evidence shows the applicant's ability to follow through with the project? Is the project linked to future interest/plans in the project area?

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**Impact for Musical Exploration/Development or Advancement**

Does the applicant address the impact that the project will have on musical self-exploration? Does the applicant address how the project will aid or advance future musical development (if applicable)?

**Timeline**

Is the timeline for the project clearly defined and does it support the successful execution of the project? This should highlight the applicant's description by explaining "the when".

**Budget**

Is the project budget well thought-out and does it demonstrate that the applicant has the potential and capacity to undertake and complete the project? Are the requested resources justified for the proposed plan; is the budget amount overstated?

**Mail application packets to:**

**The Links, Incorporated-Annapolis (MD) Chapter**

**Attn: Joyce Picot McManus Musical Grant Program Committee**

**P.O. Box 6652**

**Annapolis, MD 21401**

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## **APPLICATION FORM**

Please read the *Application Instructions* prior to completing the application (an online application is also available at [www.annapolislinks.org/new/scholarship/](http://www.annapolislinks.org/new/scholarship/)). The application and all attachments are confidential and become the property of The Links, Incorporated, Annapolis (MD) Chapter.

### **I. Applicant Information:**

Name  
 Home Address  
 City State Zip Code  
 Home Phone No. Cell Phone No. Email Address

### **II. Parent/Guardian Information:**

Parent/Guardian Name  
 Home Address (if different from above)  
 City State Zip Code  
 Daytime Phone No. Cell Phone No. Email Address

### **III. School Information:**

School Name:  
 School Address:  
 City State Zip Code  
 School Telephone Number:  
 School Counselor Name:  
 Musical programs/experiences in school, community groups, or individual activities (if applicable):  
 Freshman Year \_\_\_\_\_  
 Sophomore Year \_\_\_\_\_  
 Junior Year \_\_\_\_\_  
 Senior Year \_\_\_\_\_  
 Anticipated Date of Graduation:



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**IV. Activities, Honors & Awards (Include musical and non-musical experiences)**

**Extracurricular Activities** (include school and community service activities as well as grades of participation and any offices held). If necessary, please attach an additional sheet. **Alternatively, you may attach a resume.**

**Activity Grades of Participation Offices Held**

**Honors & Awards** (Please include the year award was given.) \_\_\_\_\_

**Hobbies/Interests** \_\_\_\_\_

**Work Experience:** List any paid work experience you have had during the past four years. If necessary, please attach an additional sheet. **Alternatively, you may attach a resume.**

**V. Additional Information:** Please provide any additional information of which the Musical Grant Program Committee should be made aware in considering your application (e.g., limitation in accessing musical opportunities, financial need, explanation for lack of musical experience or exposure related to project, etc.)

**VI. Certification**

By signing this form below, I affirm that all contents of the 2024/2025 Joyce Picot McManus Musical Grant Program application are accurate and complete (as submitted) to the best of my knowledge. I acknowledge that all documents become the property of The Links, Incorporated, Annapolis (MD) Chapter. I understand that falsified statements and misrepresentations will result in immediate disqualification or forfeiture of any award. I acknowledge that all award monies are to be used for the approved musical project. I agree to allow use of my image and application information in the Links program materials. I agree to provide interim progress reports and a final product if approved for a grant award

Applicant Name

Applicant Signature Date

Parent's /Guardian's Name

Parent's /Guardian's Signature Date

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**APPLICANT PROJECT DESCRIPTION**

The project description should be 300-500 words. Please note that the project description should not exceed two pages and must be typed, double-spaced, 12-point font size, Times New Roman font, and have one-inch margins on all sides. Moreover, please make sure your name and school are in the upper right-hand corner of the document. **Consider obtaining assistance from a trusted adult or a reviewer in the completion of the project description.**

Be sure to address the following components within your description:

- a) The type of musical genre/style for the project and why it is of interest to you
- b) The type of experiences or activities related to the project, if any; your passion for this project; and your capacity to complete the project
- c) Explain if this is a new project effort or an ongoing effort that requires this grant for completion
- c) Explain your ability to ensure completion of the project, the interim status reports, and the final product performance requirements.

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**LETTER OF RECOMMENDATION FORM**

*This section should be completed by the Applicant.*

Name of Grant Applicant

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Home Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone No Cell Phone No Email Address

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**TO THE APPLICANT & PARENT/GUARDIAN:** Please read and sign the statement below and then give this form as well as the *Application Instructions* to each recommender.

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**I waive my right to read the confidential recommendation for the Student/Applicant listed above.**

Application: Date:

(Signature) (Printed Name)

Parent/Guardian: Date:

(Signature) (Printed Name)

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**TO THE RECOMMENDER:** Please provide the information below. The letter of recommendation must be on the letterhead of the organization (if applicable) and supplied with this form. Refer to the *Application Instructions* section of this document for additional information. **Please place this Form and the reference letter in a sealed envelope and return to the Applicant before the postmark date identified in the *Application Instructions* (March 31, 2025). Alternatively, the form and reference letter may be mailed directly to the address in the Applicant Instructions section of this document or sent via email to [arts@annapolislinks.org](mailto:arts@annapolislinks.org).** Letters of Recommendation sent via email must come directly from the recommender.

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Recommender Name  
 Recommender Title  
 Recommender Signature Date

*Thank you for assisting the Joyce Picot McManus Musical Grant Program Committee in evaluating the above-named applicant, who is applying for a musical grant award from The Links, Incorporated, Annapolis (MD) Chapter. We appreciate your candid assessment of the applicant. The recommendation is confidential and only the Committee will see your comments.*

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Name of Grant Applicant  
 Name of Organization  
 Applicant Participated in musical programs (Name program): \_\_\_\_\_  
 Applicant has shown an interest/passion for \_\_\_\_\_ musical style  
 Performance ability/interest level: High \_\_\_\_\_ Medium \_\_\_\_\_ low \_\_\_\_\_  
 Number of years in musical program \_\_\_\_\_  
 Number of years applicant has shown an interest/passion for \_\_\_\_\_ musical style  
 Organization Official’s Name (printed)  
 Organization Official’s Title  
 Organization Official’s Signature Date

*Thank you for taking your valuable time to complete this form.*

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**BUDGET FORM**

The detailed budget for your proposal should be clear, well organized and easy to understand. The budget represents the funds being sought. Be sure and use realistic but conservative figures.

**Budget Category:** Indicates how the funds will be used. The budget request should show the combined total for all categories where funds are requested.

**Requested Funds:** Amount requested from the JPM grant program. **This amount can be less than but should not exceed \$2000.**

**Explanation Note:** A brief explanation of the category of expenditure (e.g. Entrance fees are requested to the four (4) Kennedy Center performances of young composers' series in the spring of 2020). If needed, additional explanation space should continue in the area below the budget form.

Budget Category	Requested Funds	Explanation Note
<b>1. Classes/training</b>		
<b>2. Equipment</b>		
<b>3. Supplies</b>		
<b>4. Travel</b>		
<b>5. Entrance Fees</b>		
<b>6. Other:</b>		
<b>TOTAL</b>		

Funds should **only** be requested for the needed category (ies). Other categories should remain blank. For each category where funds are requested use the space below to provide any additional explanation/justification for requested funds and how the funds will be used:

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## **APPLICATION CHECKLIST**

Your application packet will not be considered complete unless it includes *each* of the following documents and is **postmarked or submitted via email to [arts@annapolislinks.org](mailto:arts@annapolislinks.org) by March 31, 2025**. Late or incomplete applications will not be accepted.

- Complete, Save and/or Print the following forms from [www.annapolislinks.org/new/scholarship/](http://www.annapolislinks.org/new/scholarship/)
  - a) Grant Award Application Form
  - b) Budget Form
  - c) Two (2) Letter of Recommendation Forms, and
- Two Letters of Recommendation with Letter of Recommendation Forms in sealed envelopes with signatures across the seal sent via US Mail **or submitted by the recommender** via email to [arts@annapolislinks.org](mailto:arts@annapolislinks.org)
  - One Project Description
  - One color picture of the applicant
  - All documents have the required signatures

**Mail to:**

**The Links, Incorporated-Annapolis (MD) Chapter**

**Attn: Joyce Picot McManus Musical Grant Program Committee Chairperson**

**P.O. Box 6652**

**Annapolis, MD 21401**

Thank you for applying for our musical grant award program. If you have any questions, please contact the Annapolis Chapter of the Links at [arts@annapolislinks.org](mailto:arts@annapolislinks.org).