

2024 Berklee Archives SCORE Grant Application Instructions

The items below must be prepared and uploaded to the [online Google application form](#). For questions, please reach out to Jenée Force (jmforce@berklee.edu) or email archives@berklee.edu.

Personal Statement

Content

The Personal Statement should be no longer than three pages and include the following sections:

1. Introduction and description of project, including
 - a. How Berklee archival materials will be incorporated into the project
 - b. What the project deliverables will be
 - c. In what way the Berklee community will benefit
2. How the project is a development opportunity for you, advancing your own creative and academic growth, your professional goals, and understanding of archives and special collections
3. How the project will impact your pedagogical style and/or your students' learning
4. How you will assess the success of your project
5. Timeline for the proposed activities
6. If applicable, also include a Budget Narrative explaining any unusual line items in your budget. If costs are straightforward and the numbers tell the story clearly, then further explanation is not needed. You may also include your budget narrative within the notes section of your budget.

Format

Please use the following guidelines to format your Personal Statement:

1. Use consistent typeface (font), sizing, and spacing throughout
2. Provide headings for each section listed above
3. Upload to the [SCORE Grant application form](#) in PDF format

Budget

Budget Form

Applicants must download and complete the provided [Berklee Archives SCORE Grant Budget Sheet](#). Please be as specific as possible. Your final budget should be saved in PDF format and uploaded on the application form.

Important: All Fellowship funds are distributed through faculty payroll and subject to taxes and other deductions such as 403(b) (per federal regulations). To maximize the benefit of your award, please account for up to 35% being deducted from your award for taxes as well as the percentage you have set for your 403(b) account. For your convenience, this figure calculates automatically within the Berklee SCORE Grant budget sheet, however, it is an average estimate and will not be exact. If you would like to use the exact percentage normally deducted from your pay, please reach out to your financial advisor if you have one, or use a tool such as one of the [ADP Payroll Calculators](#). Please keep taxes and deductions in mind as you calculate your project expenses.

Note to Valencia faculty: Berklee SCORE Grants are awarded in U.S. Dollars, but must be paid to you in Euros. When preparing your budget, please utilize a currency converter tool such as [XE Currency Converter \(online\)](#) to calculate your expenses based on the current exchange rate. All Fellowship funds are distributed through payroll and subject to standard payroll taxes; please plan your budget accordingly. Please keep in mind, the deduction percentage on the Fellowship budget sheet is set to 35%; please adjust as needed or reach out to us with questions as needed. For questions or concerns about payroll taxes, please contact Irene Sanhermelando at isanhermelando@berklee.edu.

Allowable Expenses

1. Travel expenses to Berklee Archives or another repository for adjacent research;
2. Payment to supportive project personnel, e.g. performers, arrangers, editors;
3. Technology/Recording equipment, e.g. computers, scanners, cameras;
 - a. *Important: any equipment purchased with grant funds must be transferred to Berklee Archives to support future projects.*
4. Supplies and services for publication/release of final product, e.g. posterboard or printing services for presentation or marketing; disk labels or enclosures for album production; binding services for printed scores

Disallowable Expenses

1. Personal expenditures
2. Software licenses, services or development;
3. Tuition remission;
4. Unspecified costs, e.g. "Miscellaneous";
5. Contingency costs.

If you are unsure whether an expense is allowable, please contact Jenée Force (jmforce@berklee.edu) or email archives@berklee.edu.

Curriculum Vitae/Résumé

Curriculum Vitae or résumés should be no longer than three pages, and uploaded at the bottom of the application form. For assistance in converting documents to PDFs, please contact Jenée Force (jmforce@berklee.edu) or email archives@berklee.edu.