

## NMC Music Therapy Initiative – New Applicant Guidelines

The **NMC Music Therapy Initiative** is a national program expanding access to professional music therapy services in healthcare and community settings across Canada.

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### Who Can Apply?

Eligible applicants must:

- Be a **Canadian healthcare organization** (public or private)
  - Have **charitable or non-profit status**
  - Be located in **Canada, in a location where no NMC Music Therapy Initiative site currently exists**
  - Have a connection with a **certified music therapist (MTA)** or be willing to post an open call to recruit one
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### Funding Model

- **Local Site Match (Required):**  
Each approved site must fund a portion of the program. A **matching contribution of equal value** is required to receive support from the National Music Centre.
  - **National Music Centre Match:**  
The National Music Centre will match the local site's contribution, **up to \$25,000 per year**. This match is funded through donations made to the Music Therapy Initiative and is further supported by a **dollar-for-dollar contribution from the Jim Pattison Foundation**.
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### Application Process

There is a **two-step application process**:

1. **Step 1 – Initial Online Intake Form:**  
This short form functions as an *expression of interest* and allows NMC to assess your site's readiness, eligibility, and alignment with program goals.  
*Note: A proposed program budget and confirmation of matching funds from the local foundation are required at this stage.*
2. **Step 2 – Full Application (by invitation):**  
If your intake submission is successful, you will be invited to complete the full application, including additional documentation and financial officer sign-off.

**Important:** While there are two annual intake deadlines, each applicant may only receive funding **once per calendar year**.

Applicants who are unsuccessful may reapply in a later intake within the same year.

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### Application Deadlines & Funding Schedule

#### For New Applicants

- **December 1** → Decision by **January 30** → Funds disbursed in the **Spring**
- **June 1** → Decision by **July 30** → Funds disbursed in the **Fall**

#### For Renewal Applicants

- **Funding Disbursement:** Annually, on the anniversary of the original disbursement (Spring or Fall)
  - Payments may be made in one installment or split into two installments (Fall and Spring), depending on the agreement.

- **Renewal Requirement:** Submit a Renewal Application and Annual Financial and Narrative Report three months prior to the disbursement date
    - December 1 for Spring disbursement
    - June 1 for Fall disbursement
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## Reporting Requirements

All funded sites must submit:

### 1. Annual Financial and Narrative Reporting

Submit the Annual Financial Report (*template provided*) and the Narrative Report

#### a. Annual Financial Report (*template provided*) must include:

- i. Total funds received (NMC match + local match)
- ii. Confirmed matched contributions
- iii. Other secured or pending grants
- iv. Remaining funds and rollover/reallocation plan
- v. Signed confirmation from the foundation's financial officer

#### b. Narrative Report must include:

- i. Key activities and outcomes
- ii. Challenges and successes
- iii. Supporting documentation as required

### 2. Monthly Clinical Reports

- a. Submitted by the music therapist via the music therapist's reporting portal
  - b. Data supports quarterly and annual impact reports for NMC
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## How to Apply

Fill out the **Application Form** to complete the initial online intake. Be prepared to include:

- A description of your organization and proposed program
- Estimated music therapy hours per week and hourly rate
- **Total program cost and proposed budget**
- **Confirmed local matching contribution**
- Requested NMC match (up to \$25,000/year)

If selected, you will be invited to complete the full application with supporting documentation.

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## Additional Notes

- Each site must host at least **one local donor or public awareness event** per year
  - All media, testimonials, and data must comply with the **NMC permissions protocol**
    - A consent form will be emailed to successful applicants and must be signed prior to sharing any participant media
  - **Online music therapy programs** are currently under review for future funding eligibility
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## Questions?

For questions about program requirements, budget templates, or reporting obligations, please contact:

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