



YOUNG SINGERS FOUNDATION

Grant Proposal Packet

This packet includes the following:

1. Grant Agreement
2. Grant Proposal
3. Grant Proposal Checklist
4. Project Budget
5. Examples of Items for Inclusion in Budget Form
6. Grant Review Procedures
7. Final Report form

Contact Information

Keesha Cashmore, Young Singers Foundation Assistant

Young Singers Foundation

PO Box 470168

Tulsa, OK 74147

800-992-7464

918-665-0894 (F)

Keesha@sweetadelineintl.org

This form is valid from January 1, 2012, to December 31, 2012

This form may also be downloaded from the YSF website www.youngsingersfoundation.org

Young Singers Foundation Grants

Description

The Young Singers Foundation is committed to enriching the lives of young people by supporting the educational and performance opportunities in vocal music.

Eligibility Requirements

Eligibility for receipt of grants from the Young Singers Foundation is limited to individuals, groups, or organizations sponsoring vocal music activities for young people. Grants from the Young Singers Foundation are not available to political organizations.

Grants from the Young Singers Foundation are not available to fund quartets to attend the Sweet Adelines International Convention for the purpose of competing in the Rising Star Quartet Contest.

Application Procedure

1. Request an application form from Young Singers Foundation, keesha@sweetadelineintl.org
Phone 800-992-7464, or Fax 918-665-0894.

2. One typed original plus six copies of the completed application form and all materials must be postmarked no later than **June 1** or **November 1** each year.

For June 1, 2012 funding cycle, project starting date must be *no earlier than* November 1, 2012 and must be completed by October 31, 2013.

For November 1, 2012 funding cycle, project starting date must be *no earlier than* May 1, 2013 and must be completed by April 30, 2014.

If assistance is needed to complete the application form, contact the Young Singers Foundation at the above e-mail/phone.

Young Singers Foundation Grants

MATERIALS WHICH MUST ACCOMPANY THE APPLICATION FORM ARE:

- A. Title page
- B. Introduction/summary
- C. Objectives, anticipated benefits of project
- D. Timetable for project
- E. Key participants for project (names, credentials)
- F. Project budget form (**Only correct and balanced budgets will be accepted**)
- G. Two letters of support/reference not related to the project (**Only current and dated letters will be accepted**)
- H. Signed grant agreement

APPLICATIONS RECEIVED WITHOUT THE REQUIRED ACCOMPANYING MATERIALS WILL BE DISQUALIFIED: NO EXCEPTIONS

Payment Procedure

Payment in the amount of 80% of the award will be made upon approval of the grant. Grant recipient is required to submit a final report within 60 days of project's completion. The remaining 20% will be paid upon receipt and approval of the Final Report.

Young Singers Foundation Grant Agreement

Grant Applicant:

Name: _____

Address: _____

City/State: _____

Telephone: _____

E-mail: _____

Enclosed is a completed Grant Application packet. **It is understood that any amount granted by the Young Singers Foundation will be used exclusively for the purpose for which the money is given.** Unexpended funds must be returned with your final report.

Your signature indicates that you have read this agreement and agree to abide by its conditions. The applicant agrees to comply with all applicable copyright laws and obtain necessary performance licenses.

A condition of acceptance of any grant amount received is the submission of seven typed copies (original plus six copies) of a Final Report by the Grant Applicant to the Young Singers Foundation no later than 60 days after the completion of the project. Promotional materials and news releases will display the Young Singers Foundation logo and a statement that funding in whole or in part, is provided by the Young Singers Foundation.

PLEASE NOTE: IF REVENUE EXCEEDS EXPENSES THE FINAL 20% OF THE GRANT WILL NOT BE AWARDED.

This signed grant agreement must accompany grant proposal form.

Grant Applicant Authorized Signature

Date

Eligibility for receipt of grants from the Young Singers Foundation is limited to individuals, groups, or organizations sponsoring vocal music activities for young people. Grants from the Young Singers Foundation are not available to political organizations.

Young Singers Foundation

Grant Proposal

PLEASE TYPE OR PRINT ALL INFORMATION.

Title of project:

Grant requestor name:

Summary of project to be funded. Limit: 300 words. Please use additional paper if necessary.

Objectives and expected benefits of project:

For Office Use Only

Amount requested: \$ _____

*Beginning date of project: _____

*Completion date of project: _____

*No funds will be awarded for projects completed prior to the Young Singers Foundation Grant Application deadline date.

Mail proposal request to:

Young Singers Foundation

P.O. Box 470168

Tulsa, Oklahoma 74147-0168

Young Singers Foundation

**GRANT PROPOSAL
CHECKLIST**

Please include the following items when submitting a Grant Proposal:

1. Title Page:
 - a. Title of project
 - b. Name, address, phone number of principal contact
 - c. Proposed date duration of project/completion date
2. Introduction/summary (from proposal form)
3. Objectives, anticipated benefits of project (from proposal form)
4. Timetable for project
5. Key participants for project (names, credentials)
6. Project budget form (Must be complete and balanced)
7. Two letters of support/reference. (Must be dated and current)
8. Signed agreement

NOTE: PLEASE SUBMIT SEVEN TYPEWRITTEN COPIES (ORIGINAL PLUS SIX COPIES) OF ALL MATERIALS LISTED ABOVE.

Completed grant proposals are to be postmarked by June 1 and November 1 of each year.

Mail proposal packet to:

**Young Singers Foundation
Attn: Grants
P.O. Box 470168
Tulsa, OK 74147-0168**

Young Singers Foundation Project Budget

Project:

Expenses

- 1. Personnel salaries* _____
- 2. Consultant/contract services** _____
- 3. Travel/transportation _____
- 4. Space costs (rent/use) _____
- a. Space rental _____
- b. Office equipment _____
- c. Office furniture _____
- 5. Equipment _____
- 6. Other costs _____
- a. Consumable supplies _____
- b. Printing & publication _____
- c. Postage _____
- d. Telephone _____
- e. Utilities _____
- f. Accounting fees _____
- g. Insurance & bonding _____
- h. Advertising _____
- i. Other (Be specific) _____

Total Expenses: _____

Income

- 1. Applicant cash _____
- 2. Individual donations _____
- 3. Corporate support _____
- 4. Federal/State grants _____
- 5. Local government support _____
- 6. In-Kind donations _____
- 7. Young Singers Foundation*** _____
- 8. Other donations (Be specific) _____

Total income: _____

Total Budget Income and Expenses should balance.

For more information contact:

Young Singers Foundation
keesha@sweetadelineintl.org
 P.O. Box 470168
 Tulsa, OK 74147-0168
 (800) 992-7464
 Fax: (918) 665-0894

* *Personnel salaries are not funded (for informational purposes only).*

** *Please provide explanation of consultant/contract services* _____

***If Young Singers Foundation is unable to fund the entire amount requested, indicate how project will be funded _____

Young Singers Foundation

Examples of Items for Inclusion in Project Summary

- How long group has been in operation
- Sources of ongoing support
- New or ongoing educational opportunities for young people
- Potential number of young people benefiting from project
- Age group served by project
- Potential for connection with existing community or school-based program

Young Singers Foundation
Examples of Items for Inclusion in Budget Form
(if applicable)

Expenses:

1. **Personnel salaries:** For choral director, if he or she is an employee; clerical help; etc. Attach explanation.
2. **Consultant/contract services:** Fees for choral director if he/she is a consultant; guest performers fees; performance coaching fees; fees for music arrangements.
3. **Travel/transportation:** Portal-to-portal ground/air transportation, etc.
4. **Space costs (rent/use):**
 - a. Space rental. Rehearsal hall/auditorium rental.
 - b. Office equipment. Rental or use of computers, office machinery.
 - c. Office furniture. Rental or use of furniture.
5. **Equipment.** Choral risers, staging.
6. **Other costs:**
 - a. Consumable supplies. Dated materials, costumes, food.
 - b. Printing/publication. Programs, tickets, flyers.
 - c. Postage.
 - d. Telephone.
 - e. Utilities. Heat, electricity.
 - f. Accounting fees.
 - g. Insurance and bonding.
 - h. Advertising. Cost of newspaper space, broadcast time.
 - i. Other. Must be specific in detail.

Income:

1. **Applicant cash.**
2. **Individual donations.** Money donated by individuals.
3. **Corporate support.** Donations from for-profit businesses.
4. **Federal/state grants.** Indicate amounts from arts councils, National Endowment for the Arts, other government granting agencies.
5. **Local government support.** Municipal support.
6. **In-kind donations.** Non-money gifts (printing, labor, costumes)
7. **Other donations.** Financial support from civic foundations, other foundations, other fund-raising activities or miscellaneous sources. Must be specific in detail.
8. **Young Singers Foundation.** Amount requested from the Young Singers Foundation. **If the Young Singers Foundation is unable to fund the entire amount requested, please indicate how project will be funded.**

Young Singers Foundation Grant Review Procedures

1. Applicant returns appropriate grant proposal packet (original plus six copies) including a signed Grant Agreement to International Headquarters.
2. Foundation reviews, and either approves (in whole or in part) or declines the proposal.
3. If a grant proposal is approved, an acceptance letter is sent to the applicant. If a grant proposal is denied, a letter declining the proposal is sent.
4. A check for 80% of award is issued.
5. Applicant completes project.
6. Applicant files final report (original plus six copies).
7. A check for the remaining 20% of award is issued upon receipt and approval of the final report.

All promotional materials used in the program will carry the following message:

This program made possible, in part, by a grant from the Young Singers Foundation.

Young Singers Foundation Final Grant Report

Each applicant, upon acceptance of an award, agreed to submit a Final Grant Report 60 days following the completion of the project. The Final Grant Report helps the Young Singers Foundation monitor the impact of its grants program.

The Final Grant Report

The Final Grant Report includes the following:

- The form that includes pages 1-3
- No more than two (2) 8½" x 11" typewritten pages summarizing the strengths and weakness of the project
- Materials documenting that the project took place

Requirements

Please return the Final Grant Report (as detailed above) within 60 days of the completion date of your project. The report is considered incomplete if any questions or any part of the report are omitted. Use the checklist.

Submit the Final Grant Report to:

**Young Singers Foundation
Attn: Final Reports
P. O. Box 470168
Tulsa, OK 74147-0168**

The remaining 20% of the grant award will be paid upon receipt and approval of the Final Report.

Please note: If revenue exceeds expenses the final 20% of the grant will not be awarded.

Young Singers Foundation

Final Grant Report Form

Please review the attached guidelines prior to completing this report. Contact the Young Singers Foundation, keesha@sweetadelineintl.org for assistance with completing the Final Grant Report.

Grant Amount \$ _____

Project Title _____

Project Date(s) _____

Grant Requestor _____

Address _____

City/State/Zip _____

Telephone _____

E-Mail _____

Staff Report

Please indicate the total number of personnel involved in your project.

Administrative Staff (paid or unpaid director, etc.)	_____
Volunteers	_____
Artists (paid or unpaid)	_____
Other	_____
Total <u>number</u> of personnel involved	_____

Audience report

Total number of young people served _____

Income/Expense Report

Summarize income/expense for your project on this page.

Expenses. What did the project cost in cash? (Do not include in-kind in this section.)	
Personnel salaries	
Consultant/contract services	
Travel/transportation	
Space rental	
Office equipment	
Office furniture	
Equipment	
Consumable supplies	
Printing and publication	
Postage	
Telephone	
Utilities	
Accounting fees	
Insurance and bonding	
Advertising	
Other (must be specific)	
Total Expenses	

Income. List the source of your cash contributions.		In-Kind. What support was donated for your project? List value of support.
Applicant cash		Personnel/administrative
Individual donations		Consultant fees
Corporate support		Travel
Federal/State grants		Marketing/publicity
Local government support		Production expenses
Other (must be specific)		Space rental
Young Singers Foundation		Equipment rental
		Other (explain)
Total Income		Total In-Kind

Checklist

Using no more than two (2) 8½" x 11" typewritten pages, please respond to the following in the order outlined. To ensure that you have responded to each question, use this section as a checklist.

- Summarize how your organization used the Young Singers Foundation grant.
 - *Provide information on the personnel and facility used to complete the project.*

- Evaluate the strengths and weakness of your project (i.e. based on the goals outlined in your application).
 - *Following a review of the goals listed in your application, rate (on a scale of 1 the low and 7 the high) your organization's effectiveness in meeting those goals. Provide a brief explanation of your rating.*
 - *Specifically outline the aspects of the project that were successful as well as those that will not be considered for future projects.*
 - *Evaluate the strategies your organization used to market the project.*

- Materials documenting that the activity took place.
 - *Include at least one of the following: press releases, newspaper clippings, program/brochure, black-and-white photograph, video/audio cassette, slides.*

CERTIFICATION

I certify that, to the best of my knowledge, all facts in this report are true and that monies granted by the Young Singers Foundation were spent as stipulated in the Grant Agreement and all approved revisions.

Signature of Authorized Official: _____ Date: _____

Name: _____ Title: _____
(please print or type)

Mail completed report to: Young Singers Foundation
Attn: Final Reports
P. O. Box 470168
Tulsa, OK 74147-0168