



YOUNG SINGERS FOUNDATION

2019-2020 GRANT PROPOSAL PACKET

CONTACT INFORMATION
DEVELOPMENT DEPARTMENT
YOUNG SINGERS FOUNDATION
9110 SOUTH TOLEDO AVENUE
TULSA, OK 74137
1-800-992-7464
ysf@sweetadelines.com

This form is valid from March 1, 2019, to November 1, 2019 and is available for download at www.youngsingersfoundation.org, or by emailing ysf@sweetadelines.com.

YOUNG SINGERS FOUNDATION

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STATEMENT OF NONDISCRIMINATION

The Young Singers Foundation of Sweet Adelines International does not discriminate based on race/ethnicity, color, national origin, sex, disability, veteran status, political beliefs, religion, sexual orientation, age, organizational leadership, location or membership in the consideration and review of any grant request, and final awards do not reflect a bias toward or against same. Equal consideration is given to each grant proposal, relying on criteria set forth by the Foundation in the grant application.

YOUNG SINGERS FOUNDATION GRANT GUIDELINES

DESCRIPTION

The Young Singers Foundation is committed to enriching the lives of young women by promoting educational and performance opportunities for vocal music in the barbershop style.

ELIGIBILITY REQUIREMENTS

Eligibility for receipt of grants from the Young Singers Foundation is limited to individuals, groups, or organizations sponsoring barbershop vocal music activities for young women.

Grants from the Young Singers Foundation are not available to religious or political organizations.

Grants from the Young Singers Foundation are not available to fund costs associated with competing in the Rising Star Quartet Contest or any other Sweet Adelines International competition.

APPLICATION PROCEDURE

"Submit one complete grant proposal by email in pdf form to ysf@sweetadelines.com.

"Ensure application includes all required materials.

APPLICATIONS RECEIVED WITHOUT THE REQUIRED MATERIALS WILL BE DISQUALIFIED – NO EXCEPTIONS.

THE FOLLOWING ARE REQUIRED SUBMISSIONS:

Signed YSF Grant Agreement

Grant Proposal Cover Page

Title Page including complete principal contact information and proposed date of event

Proposal

a. Introduction

b. Summary of Project

c. Objectives and expected benefits of project

d. Description of how the proposal supports and promotes the barbershop art form

e. Timeline of associated activities of event through conclusion

f. Key participant names and credentials

Accurately totaled YSF Project Budget Form – income and expenses must be equal

Two current letters of recommendation from former participants or clinicians; or if your proposal is a first-year project, letters from your resources, supporters, or faculty

ALL PROMOTIONAL MATERIALS, THE EVENT HANDBILL OR PROGRAM, AND NEWS RELEASES WILL DISPLAY THE YOUNG SINGERS FOUNDATION LOGO AND THE FOLLOWING MESSAGE:

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

YOUNG SINGERS FOUNDATION GRANT GUIDELINES

PROJECT DATES

Grant Cycle One:

Project dates: Between November 1, 2019 and October 31, 2020

Grant cycle open: March 1- June 1, 2019

Grant Cycle Two:

Project dates: Between May 1, 2020 - April 30, 2021

Grant cycle open: August 1 - November 1, 2019

PAYMENT PROCEDURE

After approval of the application, the Young Singers Foundation will disburse 80% of the total award with a Grant Notification Letter. Grant recipient is required to submit a Final Report within 60 days of project's completion. Subsequent to Final Report approval, YSF will release the remaining 20% of funds.

ASSISTANCE

For assistance with completion of the application form, contact the Young Singers Foundation at ysf@sweetadelines.com or via telephone at 1.800.992.7464.

SUBMISSION INFORMATION

Applicants submit one (1) application with all required materials previously listed in the APPLICATION PROCEDURE section. Email complete proposal to: ysf@sweetadelines.com.

YOUNG SINGERS FOUNDATION GRANT AGREEMENT

APPLICANT

Project Name _____

Contact: _____

Address: _____

City/State: _____

Telephone: _____

E-mail: _____

THE GRANT APPLICATION IS NOT COMPLETE WITHOUT THE GRANT AGREEMENT. The rules and conditions of said Agreement to which the Young Singers Foundation expects grant recipients will adhere are:

- It is understood that any monies granted by the Young Singers Foundation will be used exclusively for the purposes and activities communicated in this proposal.
- Grant recipient must return any unexpended funds with the Final Report.
- In the event of a cancellation of funded project, grant recipient must return all granted monies.
- The Young Singers Foundation will not award the reserved 20% of grant total if project revenues exceed expenses.
- Significant changes to the outlined purpose must be reported to the Young Singers Foundation immediately and may affect the status of said grant.
- The grant recipient will execute authorization form provided and immediately return it to YSF.
- Promotional materials and news releases will display the Young Singers Foundation logo with a statement that funding, in whole or in part, is provided by the Young Singers Foundation.
- No later than 60 days after the completion of a funded project, the grant recipient must submit a Final Report to the Young Singers Foundation.
- The applicant agrees to comply with all related copyright laws and obtain necessary performance licenses.

I have read this Grant Agreement, and by signing, acknowledge my understanding of the conditions outlined herein and consent to abide said conditions.

Your typed name serves as an authorized grant applicant signature.

Date

YOUNG SINGERS FOUNDATION

GRANT PROPOSAL AND BUDGET EXAMPLES

EXAMPLES OF ITEMS FOR INCLUSION IN PROJECT SUMMARY

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

EXAMPLES OF ITEMS FOR INCLUSION IN BUDGET FORM

EXPENSES

- Personnel salaries – choral director, if an employee; clerical help
- Consultant/contract services – fees for choral director as a consultant; guest performance fees; coaching fees; music arrangement fees
- Travel/transportation: Portal-to-portal ground/air transportation
- Space usage and rental
 - Space rental – rehearsal hall/auditorium rental
 - Office equipment – rental or use of computers, office machinery
 - Office furniture – rental or use of furniture
- Equipment: Choral risers, staging
- Other costs
 - Consumable supplies – dated materials, costumes, food
 - Printing/publication – programs, tickets, flyers
 - Postage
 - Utilities
 - Accounting fees
 - Insurance and bonding
 - Advertising
 - Other – be specific

INCOME/FUNDING

- Applicant cash designated to project
- Individual donations – money donated by individuals
- Corporate support – donations from for-profit businesses
- Governmental grants – indicate amounts from arts councils, National Endowment for the Arts, other government granting agencies including municipal support
- In-kind donations – nonmonetary gifts such as printing, labor, costumes
- Other donations – financial support from civic foundations, other foundations, other fundraising activities or miscellaneous sources – be specific
- Young Singers Foundation – amount requested from the Young Singers Foundation
- Information of how project will be funded without Foundation grant

FOR A BALANCED BUDGET, LIST ALL FUNDING SOURCES FOR YOUR PROJECT, INCLUDING YOUNG SINGERS FOUNDATION.

YOUNG SINGERS FOUNDATION GRANT PROPOSAL COVER PAGE

TITLE OF PROJECT:

GRANT REQUESTOR NAME:

CONTACT ADDRESS:

EMAIL AND PHONE NUMBER:

SUMMARY OF PROJECT— LIMIT 300 WORDS. *Use additional paper if necessary.*

OBJECTIVES AND EXPECTED BENEFITS OF PROJECT:

Amount requested: \$ _____

Beginning date of project: _____ *

Completion date of project: _____ *

*The Young Singers Foundation does not award funds for projects completed prior to the stated deadline for Grant Application.

REQUIRED SUBMISSIONS CHECKLIST

- Grant Proposal Cover Page
Title Page, including complete principal contact information and proposed date of event
- Proposal
Introduction
Summary of Project
Objectives and expected benefits of project
Description of how the proposal supports and promotes the barbershop art form
Timeline of preparation and associated activities of event
Key participant names and credentials
- Accurately totaled YSF Project Budget Form
- Two current letters of recommendation from former participants or clinicians; or if your proposal supports a first-year project, letters from your resources, supporters, or faculty
- Signed YSF Grant Agreement

YOUNG SINGERS FOUNDATION GRANT PROJECT BUDGET

PROJECT EXPENSES	AMOUNT	PROJECT INCOME/FUNDING	AMOUNT
Personnel salaries*		Applicant cash	
Consultant/contract services**		Individual donations	
Travel/transportation		Corporate support	
Space usage and rental		Governmental grants	
▪ Space rental		In-kind donations	
▪ Office equipment		Young Singers Foundation	
▪ Office furniture		Other donations***	
Equipment			
Other costs			
▪ Consumable supplies			
▪ Printing and publication			
▪ Postage			
▪ Utilities			
▪ Accounting fees			
▪ Insurance and bonding			
▪ Advertising			
TOTAL EXPENSES:		TOTAL INCOME/FUNDING:	

*YSF does not fund personnel salaries. This is for informational purposes and to achieve your balanced budget.

**Include explanation of consultant/contract services.

***List other donors or funders of your project here.

Without a Foundation grant, or a grant less than requested amount, how will your project be fully funded?

Expenses and Income must be equal.

Proof your budget carefully. An accurately totaled budget is important to your project, and is therefore a requirement for Young Singers Foundation grants. Inaccurate or faulty math is cause for DISQUALIFICATION.

FOR MORE INFORMATION CONTACT:

DEVELOPMENT DEPARTMENT

YOUNG SINGERS FOUNDATION

9110 SOUTH TOLEDO AVENUE

TULSA, OK 74137

ysf@sweetadelines.com

(800) 992-7464

FAX: (918) 665-0894

YOUNG SINGERS FOUNDATION

PROCEDURAL TIMELINE – WHAT HAPPENS NEXT

1. Applicant send Grant Proposal packet with all required submissions to ysf@sweetadelines.com.
2. Foundation committee reviews all submissions and either approves, in whole or in part, or denies each proposal.
3. For each approved grant, Young Singers Foundation sends a notification letter authorization form, and initial 80% check to the successful applicant. The Foundation also formally notifies the denied applicants by letter. All letters are sent simultaneously after the committee makes its final decisions.
4. Grant recipient completes the funded project.
5. Within 60 days of completing funded project, grant recipient sends **one** copy of a complete Final Report to the Foundation at ysf@sweetadelines.com.
6. Upon receipt and approval of the Final Report, the Young Singers Foundation issues a check for the remaining 20% of total awarded monies.

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YOUNG SINGERS FOUNDATION

FINAL REPORT INSTRUCTIONS

REQUIREMENTS

Each applicant, upon acceptance of an award, agrees to submit a Final Grant Report within 60 days following the completion of the project. The Final Grant Report helps the Young Singers Foundation monitor the impact of its grants program. Because YSF considers the report incomplete with the omission of any information requested, use the outline below as the basis of your report. Organize and present information in the order listed. Final payment is contingent on your Final Report, and the Foundation is not bound to disburse remaining funds if report is incomplete or inaccurate.

1. The Final Grant Report Form
 - a. Report Form
 - b. Income and Expenses
 - c. Certification
2. Summary of grant project detailing its strengths and weaknesses, two pages or less
 - a. Summarize how your organization used the Young Singers Foundation grant. Include information on the personnel and faculty used to complete the project.
 - b. Evaluate strengths and weakness of your project based on the goals outlined in your application. Following the review of goals, rate your organization's effectiveness in meeting those goals on a scale of 1-7 with a brief explanation of your rating. Specifically acknowledge successful aspects of the project as well as parts you will not incorporate into future projects. Assess marketing strategies used by your organization.
3. Materials documenting the occurrence of the project
 - a. Provide marketing materials documenting that the activity took place. Include at least one of the following: press releases, newspaper clippings, program/brochure, photographs, CD/DVD.

FINAL PAYMENT

Upon receipt and approval of the Final Report, the Foundation will pay the remaining 20% of the grant award. The final 20% of the grant will not be awarded if revenue exceeds expenses.

SUBMIT FINAL GRANT REPORT TO:

YOUNG SINGERS FOUNDATION
ATTN: GRANTS – FINAL REPORTS
9110 SOUTH TOLEDO AVENUE
TULSA, OK 74137

YOUNG SINGERS FOUNDATION FINAL GRANT REPORT FORM

Review the instructions prior to completing this report. Contact the Young Singers Foundation, ysf@sweetadelines.com for assistance.

Project Title _____

Project Date(s) _____ Grant Amount \$ _____

Grant Requestor _____

Address _____

City/State/Zip _____

Telephone _____

E-mail _____

STAFF REPORT

Indicate the total number of personnel involved in your project.

Administrative Staff (paid or unpaid) _____

Volunteers _____

Artists (paid or unpaid) _____

Other _____

Total number of personnel involved _____

AUDIENCE REPORT

Total number of young people served _____

YOUNG SINGERS FOUNDATION

INCOME/EXPENSE REPORT

Summarize income/expenses for your project on this page. Actual expenses and unexpected or failed income sources could cause income and expenses to be different amounts than projected. Be accurate.

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

Income – List the sources 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	
Governmental support		Marketing/publicity	
Other (must be specific)		Production expenses	
*Young Singers Foundation		Space usage and rental	
		Equipment usage and rental	
		Other (explain)	
Total Income		Total In-Kind Contributions	

*Young Singers Foundation entry should reflect only initial 80% of total award. Do not include final payment in your total.

Ensure your numbers add up correctly. Inaccurate reporting will delay your final grant receipt.

YOUNG SINGERS FOUNDATION
CERTIFICATION OF FINAL REPORT

I certify that, to the best of my knowledge, all facts in this report are true and correct, and that monies granted by the Young Singers Foundation and spent on the approved project fall within the guidelines stipulated in the Grant Agreement and any approved revisions. The Final Report Budget reflects all accounting applicable to this project.

Signature of Authorized Official: _____ Date: _____

Name: _____

Title: _____