



Sweet Adelines
INTERNATIONAL

Youth Outreach Event Funding

Grant Application • 2025-2026

Sweet Adelines International is committed to elevating women singers worldwide through education, performance, and competition in barbershop harmony and a cappella music.

Contact Information:

Sweet Adelines International - Education Department

grants@sweetadelines.com

1-800-992-7464

Grant Cycle 1

opens March 1 and closes June 1

Grant Cycle 2

opens August 1 and closes November 1

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STATEMENT OF NONDISCRIMINATION

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 requests, 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 Sweet Adelines in the grant application.

GRANT OVERVIEW & GUIDELINES

Eligibility Requirements

Eligibility for receipt of grants from Sweet Adelines is limited to groups or organizations sponsoring **barbershop vocal music activities for young women**. These groups must demonstrate affiliation with a Sweet Adelines Chorus, or with a Sweet Adelines regionally sponsored women's barbershop program.

Religions and political organizations are not eligible to receive Sweet Adelines grant funding.

Sweet Adelines is not able to award any grant funding to alleviate any costs associated with the Rising Star Quartet Contests, or any other Sweet Adelines International competition.

Application Procedure

Interested parties should submit a grant proposal, either by submitting the online form, or by emailing the PDF application (including all required materials) to grants@sweetadelines.com by the deadline.

Applications received without all required materials will be disqualified without exception.

The following are required for grant application:

- Signed Sweet Adelines Grant Agreement
- Grant Proposal Cover Page
- Title Page, including principle contact information and proposed date of event
- Completed Event Proposal, including:
 - Introduction
 - Summary of Project
 - Project Objectives/Benefits
 - Promotion of Barbershop Explanation
 - Procedural Timeline
 - Key Participants & Credentials
- Accurate Grant Project Budget (meaning income and expenses must be equal)
- Two current letters of recommendation *from former participants*. If your proposal is a first-year project, letters from your resources, clinicians, supporters, or faculty will suffice.

Failure to include any of the above required materials will result in the grant application being disqualified - no exceptions.

Project Dates

To be eligible to receive funding through a Sweet Adelines International grant, the project being funded must fall into specific dates.

Grant Cycle 1

For Cycle 1 (applications can be received March 1 – June 1, 2025) the event must take place between November 1, 2025 and October 31, 2026.

Grant Cycle 2

For Cycle 2 (applications can be received August 1 - November 1, 2025) the event must take place between May 1, 2026 and April 30, 2027.

Application & Payment Procedure

1. Applicant submits Grant Application, with all required submission elements.
2. The Scholarship & Grants Review Subcommittee reviews all submissions and either approves, in whole or in part, or denies each proposal.
3. For each approved grant, Sweet Adelines International sends a notification letter, and Grant Authorization Form, to the grant applicant. Sweet Adelines also formally notifies the denied applicants by letter.
4. Upon receipt of the Grant Authorization Form, Sweet Adelines International sends the initial 80% funds via check to successful applicant.
5. Grant recipient completes the funded project.
6. Within 60 days of competing the funded project, grant recipient sends in a completed Final Grant Report.
7. The Scholarship & Grants Review Subcommittee reviews Final Grant applications to approve whether the grant applicant will receive the remaining 20% of the awarded monies.

Grant Proposal & Budget Examples

Here are some items that should be included in your *grant project summary*:

- Number of years that project has been offered.
- Sources of ongoing project support.
- Resources (new or ongoing) that are being utilized to support youth barbershop educational opportunities
- The strategies employed for completion of a successful event, including marketing strategies, strategies for partnering and collaboration with local schools or other outreach groups, strategies for teaching barbershop to youth, etc.

Here are some items that should be included in your *budget form*:

Expenses

- Personnel salaries (choral director, if an employee; clerical help)
- Consulting/contract services (clinician fees; guest performer fees; coaching fees; music arrangement fees)
- Travel/transportation
- Rehearsal Space
- Equipment Rental (risers, staging, etc.)
- Other costs:
 - consumables (food, costumes, dated materials)
 - printing (programs, tickets, flyers)
 - utilities
 - accounting fees
 - insurance/bonding
 - advertising
 - other – be specific

Income

- Registration fees
- Individual donations
- Corporate support
- Government grants
- In-kind donations
- Other donations (financial support from other organizations, foundations, or fundraising – be specific)
- Sweet Adelines International – indicate the amount requested in your grant application
- Information regarding how the proposed project will be funded without being awarded a grant from Sweet Adelines International.

Remember that the budget must be balanced meaning your expenses and income should match.

Grant Application: Grant Agreement

THE GRANT APPLICATION IS NOT COMPLETE WITHOUT THE GRANT AGREEMENT. Grant application submission indicates agreement and acceptance with the below rules and conditions:

- Grant recipients will execute and return the Grant Authorization Form to Sweet Adelines International in order to receive funding.
- Grant recipients understand that any monies awarded by Sweet Adelines International are to be used exclusively for the purposes and activities communicated in the proposal submitted.
- In the event of a cancellation of the proposed project, grant recipients **must return** all awarded monies to Sweet Adelines International.
- Grant recipients **must return** any unexpended funds to Sweet Adelines International; further, if project revenues exceed project expenses, Sweet Adelines International will not release the remaining 20% of the grant award.
- Event organizers will add the following language to promotional and registration materials with the Sweet Adelines logo: *"This program is made possible, in whole or in part, by a grant from Sweet Adelines International."* As such, the following acknowledgement should also be included in registration materials: *"My attendance at this event grants Sweet Adelines International permission to use any photograph, video, or other media in any and all Sweet Adelines International publications and marketing efforts without payment or consideration."*
- Event organizers are required to share any social media promotional materials surrounding the proposed project with Sweet Adelines International. (example, tagging SAI on social media when posting about the event).
- Grant recipients acknowledge that some aspects regarding their project proposal may be used by Sweet Adelines International to create resources for others to achieve future success in youth outreach barbershop events.
- Grant recipient agrees to comply with all related copyright laws and obtain necessary performance licenses.
- No later than 60 days after the completion of the funded project, the grant recipient must submit a Final Grant Report, including digital copies of promotional materials and event photos/videos to Sweet Adelines International.

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 Application signature.

Date

Grant Proposal Page

SUBMISSION CHECKLIST

- Grant Proposal Cover Page**
 - Title Page, including:**
 - Complete principal contact information
 - Amount Requested
 - Proposed date of event
 - Anticipated number of attendees
 - Proposal Introduction:**
 - Summary of Project
 - Objectives and expected benefits of project
 - Description of how the proposal supports and promotes the barbershop art form
 - Key participant names and credentials
 - Timeline for preparation and associated activities of event
 - Accurately totaled Sweet Adelines Project Budget Form
 - Two current and dated letters of recommendation from former participants; or if your proposal supports a first-year project, letters from your resources, supporters, or faculty
- Signed Sweet Adelines International Grant Agreement

Title Page

PROJECT NAME: _____

NAME OF ORG REQUESTING FUNDS (REGION/CHORUS): _____

PRIMARY CONTACT FOR PROJECT: _____

PAYEE (if different than name of organization): _____

EMAIL: _____ PHONE #: _____

Amount requested: \$ _____

Date(s) of project*: _____

Anticipated # of young women served _____

*Sweet Adelines International does not fund awards for projects completed prior to the stated deadline for Grant Application.

Project Summary & Objectives – use additional paper if necessary

SUMMARY OF PROJECT – LIMIT 300 WORDS:

OBJECTIVES & EXPECTED BENEFITS OF PROJECT:

**HOW DOES THE PROPOSAL SUPPORT AND PROMOTE THE BARBERSHOP
ART FORM:**

Project Summary & Objectives Cont. – use additional paper if necessary

KEY PARTICIPANTS & CREDENTIALS:

PROJECT TIMELINE – please outline the overall timeline for the proposed event, including initial planning to the day of activities: use additional paper if necessary

Budget Form

PROJECT EXPENSES	AMOUNT	PROJECT INCOME/FUNDING	AMOUNT
Personnel salaries*		Event Registrations	
Consultant/contract services**		Individual donations	
Travel/transportation		Corporate support	
Space usage and rental		Governmental grants	
▪ Space rental		In-kind donations	
▪ Other _____		Sweet Adelines International	
▪ Other _____		Other BBshop org grants	
Equipment		Other donations***	
Other costs			
▪ Consumable supplies			
▪ Printing and publication			
▪ Utilities			
▪ Insurance			
▪ Advertising			
▪ Other _____			
▪ Other _____			
TOTAL EXPENSES:		TOTAL INCOME/FUNDING:	

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

** Be sure to include explanations of all consultant/contract services.

*** Please list all other donors or funders of your project here.

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 Sweet Adelines International grants. Inaccurate or faulty math is cause for disqualification.

1. Please describe how you have solicited other sources of income.

2. Please describe how without a grant, or with a grant less than the amount requested, your project will be fully funded?

Letters of Recommendation

Please provide **TWO** current and dated letters of recommendation from former participants or clinicians. If your proposal supports a new project, letters from your resources, supporters, or faculty will suffice. These letters should be addressed to the Sweet Adelines Scholarship & Grants Review Subcommittee.

Final Grant Report Overview

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 Sweet Adelines International monitor the impact of its grant program. Final payment is contingent on the successful completion of the Final Report; Sweet Adelines is not bound to disburse remaining funds if report is incomplete or inaccurate. Complete final reports must include:

- The Final Grant Report Form
 - a) Report form
 - b) Income and Expenses
 - c) Certification
- Summary of Grant Project
- Documentation materials (Event marketing/promotional materials utilized prior to the event & photos or videos taken during the event.)

Upon approval of the Final Grant Report, the remaining 20% of the grand award will be released. Reminder that if project revenue exceeds project expenses, that the 20% is voided.

Submission of the Final Grant Report should be sent to grants@sweetadelines.com.

Final Grant Report Form

Project Name: _____

Project Date(s): _____

Grant Requestor (name of org): _____

Total Amount Awarded: _____

Amount already received: _____ Amount Due: _____

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

Administrative Staff (paid or unpaid) _____

Volunteers: _____

Total number of workers involved: _____

Number of youth anticipated on grant application: _____

Total number of youth attendees _____

Total number of young women served _____

Final Budget

Summarize the income/expenses for your project on this page. Actual expenses and unexpected or failed income sources could cause income and expenses to be different than originally projected. Be accurate and ensure your numbers add up correctly.

PROJECT EXPENSES	AMOUNT	PROJECT INCOME/FUNDING	AMOUNT
Personnel salaries*		Event Registrations	
Consultant/contract services**		Individual donations	
Travel/transportation		Corporate support	
Space usage and rental		Governmental grants	
▪ Space rental		In-kind donations	
▪ Other _____		Sweet Adelines International*	
▪ Other _____		Other BBshop org grants	
Equipment		Other donations	
Other costs			
▪ Consumable supplies			
▪ Printing and publication			
▪ Utilities			
▪ Insurance			
▪ Advertising			
▪ Other _____			
▪ Other _____			
TOTAL EXPENSES:		TOTAL INCOME/FUNDING:	

*Sweet Adelines International entry should reflect only the initial 80% of the award. Do not include the final payment in your total.

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 Sweet Adelines International and spent on the approved project falls 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: _____

Summary of Grant Project

Use the below space to summarize how your organization used the grant. Please include information on the personnel and faculty used to complete the project.

Using the goals outlined in your project application, rate your organization's effectiveness in meeting those goals, using a scale of 1-7. Please include a brief explanation of the rating. Specifically acknowledge successful aspects of the project, and any parts that won't be incorporated into future events.

Please provide a brief explanation and assessment of the marketing strategies used by your organization to promote the project.

Please include links to, or attachments of, any documentation or materials that were utilized in the promotion or capturing of the event, documenting that the activity took place. If the project was shared on social media, please tag us so we can share that with the rest of the members.