



Sweet Adelines International  
Grant Application  
2022-2023

Contact Information  
Sweet Adelines International  
Grants Department  
9110 South Toledo Ave. Tulsa, Ok 74137  
1-800-992-7464  
[grants@sweetadelines.com](mailto:grants@sweetadelines.com)

This form is valid from March 1, 2022 through November 1, 2022, and is available for download at [www.sweetadelines.com](http://www.sweetadelines.com), or by emailing [grants@sweetadelines.com](mailto:grants@sweetadelines.com).

Cycle one opens March 1 and closes June 1  
Cycle two opens August 1 and closes November 1

# **TABLE OF CONTENTS**

1. **GRANT GUIDELINES**
  - a. Description
  - b. Eligibility Requirements
  - c. Application Procedure
  - d. Project Dates
  - e. Payment Procedure
  - f. Assistance
  - g. Submission Information
2. **GRANT AGREEMENT**
3. **GRANT PROPOSAL AND BUDGET EXAMPLES**
4. **GRANT PROPOSAL COVER PAGE**
5. **GRANT PROJECT BUDGET**
6. **PROCEDURAL TIMELINE – WHAT HAPPENS NEXT**
7. **FINAL REPORT INSTRUCTIONS**
  - a. Requirements
  - b. Final Payment
8. **FINAL GRANT REPORT FORM**
9. **FINAL REPORT INCOME/EXPENSE STATEMENT**
10. **FINAL REPORT CERTIFICATION**

## **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 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 Sweet Adelines in the grant application.

# **SWEET ADELINES INTERNATIONAL GRANT GUIDELINES**

## **DESCRIPTION**

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

## **ELIGIBILITY REQUIREMENTS**

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

Grants from Sweet Adelines are not available to religious or political organizations.

Grants from Sweet Adelines 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 [grants@sweetadelines.com](mailto:grants@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 Sweet Adelines 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 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

**FAILURE TO INCLUDE ANY OF THE ABOVE REQUIRED MATERIALS  
WILL BE AUTOMATICALLY DISQUALIFIED. NO EXCEPTIONS.**

**ALL PROMOTIONAL MATERIALS, THE EVENT HANDBILL OR PROGRAM, AND NEWS RELEASES WILL  
DISPLAY THE SWEET ADELINES INTERNATIONAL LOGO AND THE FOLLOWING MESSAGE:**

***“The Grant Program is made possible from the generous support of our members.”***

# **SWEET ADELINES INTERNATIONAL GRANT GUIDELINES**

## **PROJECT DATES**

### **Grant Cycle One:**

Project dates: Between November 1, 2022 and October 31, 2023

Grant cycle open: March 1- June 1, 2022

### **Grant Cycle Two:**

Project dates: Between May 1, 2023 - April 30, 2024

Grant cycle open: August 1 - November 1, 2022

## **PAYMENT PROCEDURE**

After approval of the application, Sweet Adelines International will disburse 80% of the total award upon return receipt of the Grant Recipient Authorization and Confirmation Form. Grant recipient is required to submit a Final Report within 60 days of project's completion. Subsequent to Final Report approval, Sweet Adelines International will release the remaining 20% of funds.

## **Questions**

For questions with completion of the application form, contact Sweet Adelines International at [grants@sweetadelines.com](mailto:grants@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: [grants@sweetadelines.com](mailto:grants@sweetadelines.com).

# SWEET ADELINES INTERNATIONAL 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 Sweet Adelines International expects grant recipients will adhere are:

- It is understood that any monies granted by Sweet Adelines International 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.
- Sweet Adelines International will not award the reserved 20% of grant total if project revenues exceed expenses.
- Significant changes to the outlined purpose must be reported to Sweet Adelines International immediately and may affect the status of said grant.
- The grant recipient will execute authorization form provided and immediately return it to Sweet Adelines International.
- Promotional materials and news releases will display the Sweet Adelines International logo with a statement that funding, in whole or in part, is provided by Sweet Adelines donors.
- No later than 60 days after the completion of a funded project, the grant recipient must submit a Final Report to Sweet Adelines International.
- 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*

# **SWEET ADELINES INTERNATIONAL 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
- Grant Amount requested from Sweet Adelines International.
- Information of how project will be funded without grant

**FOR A BALANCED BUDGET, LIST ALL FUNDING SOURCES FOR YOUR PROJECT, INCLUDING SWEET ADELINES INTERNATIONAL.**

# **SWEET ADELINES INTERNATIONAL GRANT PROPOSAL COVER PAGE**

## **REQUIRED SUBMISSIONS 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 of preparation and associated activities of event
  - Accurately totaled Sweet Adelines 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 Sweet Adelines International Grant Agreement

## **TITLE PAGE**

**TITLE OF PROJECT:**

**GRANT REQUESTOR NAME:**

**CONTACT ADDRESS:**

**EMAIL:**

**PHONE NUMBER:**

Amount requested:           \$ \_\_\_\_\_

Beginning date of project:   \_\_\_\_\_ \*

Completion date of project:  \_\_\_\_\_ \*

Anticipated number of attendees \_\_\_\_\_

\*Sweet Adelines International does not award funds for projects completed prior to the stated deadline for Grant Application.

**PROJECT SUMMARY & OBJECTIVES**

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

**OBJECTIVES AND EXPECTED BENEFITS OF PROJECT:**



**PROMOTION OF BARBERSHOP**

**PLEASE DESCRIBE HOW THE PROPOSAL SUPPORTS AND PROMOTES THE BARBERSHOP ART FORM:**

**KEY PARTICIPANT NAMES AND CREDENTIALS:**

**PROJECT TIMELINE**

*PLEASE PROVIDE THE TIMELINE OF PREPARATION AND ASSOCIATED ACTIVITIES OF THE EVENT (USE ADDITIONAL PAPER IF NECESSARY):*

## SWEET ADELINES INTERNATIONAL GRANT PROJECT BUDGET FORM

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		Sweet Adelines International	
▪ Office furniture		Other donations***	
Equipment			
Other costs			
▪ Consumable supplies			
▪ Printing and publication			
▪ Postage			
▪ Utilities			
▪ Accounting fees			
▪ Insurance and bonding			
▪ Advertising			
<b>TOTAL EXPENSES:</b>		<b>TOTAL INCOME/FUNDING:</b>	

\*Sweet Adelines International 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

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

**2. Without a 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 Sweet Adelines International grants. Inaccurate or faulty math is cause for disqualification.**

**LETTERS OF RECOMMENDATION:**

Please provide **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

## **SWEET ADELINES INTERNATIONAL PROCEDURAL TIMELINE – WHAT HAPPENS NEXT**

1. Applicant send Grant Proposal packet with all required submissions to [grants@sweetadelines.com](mailto:grants@sweetadelines.com).
2. Grant committee 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 Grant Recipient Authorization and Confirmation Form to complete and return. Once returned, the initial 80% check is distributed. Denied applicants are also notified by letter. All letters are sent 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 Sweet Adelines International at [grants@sweetadelines.com](mailto:grants@sweetadelines.com).
6. Upon receipt and approval of the Final Report, Sweet Adelines International issues a check for the remaining 20% of total award monies.

### **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 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 Sweet Adelines International in the grant application.

# **Sweet Adelines International 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 Sweet Adelines International monitor the impact of its grants program. Because Sweet Adelines 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 Sweet Adelines 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 Sweet Adelines 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, Sweet Adelines 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:**

### **By Mail:**

SWEET ADELINES INTERNATIONAL  
ATTN: GRANTS – FINAL REPORTS  
9110 SOUTH TOLEDO AVENUE  
TULSA, OK 74137

### **By Email:**

grants@sweetadelines.com

**SWEET ADELINES INTERNATIONAL  
FINAL GRANT REPORT FORM**

Review the instructions prior to completing this report. Contact Sweet Adelines International, [grants@sweetadelines.com](mailto:grants@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** \_\_\_\_\_

**SWEET ADELINES INTERNATIONAL  
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.

<b>Expenses.</b> 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)	
<b>Total Expenses</b>	

<b>Income</b> – List the sources of your cash contributions.		<b>In-Kind</b> – 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	
*Sweet Adelines International		Space usage and rental	
		Equipment usage and rental	
		Other (explain)	
<b>Total Income</b>		<b>Total In-Kind Contributions</b>	

\*Sweet Adelines International 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.



**SWEET ADELINES INTERNATIONAL  
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 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: \_\_\_\_\_