

Region 11 YWIIH

Grant Proposal Packet



YOUNG WOMEN IN HARMONY

Included in this packet:

- Description
- Eligibility Requirements
- Application Procedure
- Payment Procedure
- Agreement
- Proposal
- Project Budget
- Grant Review Procedures
- Final Grant Report
- Checklist

This form is valid from January 1, 2010, to December 31, 2010

This form may also be downloaded from the Region 11 website – www.sai-reg11.com

Region 11 Young Women In Harmony Program Grants

Description

The Young Women In Harmony Program delivers both musical excellence and education. Additionally, it gives young women a taste of show business by teaching emerging voices the skills, joy and rewards of performing and singing four-part harmony, barbershop style.

Eligibility Requirements

Eligibility for receipt of grants from the Region 11 Young Women In Harmony Program is limited to individuals, quartets or choruses sponsoring vocal music activities for young women within the boundaries of Region 11 as described by Sweet Adelines International. Grants from the Region 11 Young Women In Harmony Program may be available to supplement YWIH quartets for the purpose of competing in the Rising Star Quartet Contest provided that it is in conjunction with local educational activities.

Application Procedure

- 1) Complete this form
- 2) Email completed form for receipt by Region 11 YWIH Grant Committee by April 1st or October 1st.
- 3) Awards will be granted within 90 days of submission deadline and must be completed within 12 months of receipt
 - i) Submitted by April 1 – Funds Awarded by July 1
 - ii) Submitted by October 1 – Funds Awarded by January 1

Applications received without the required accompanying materials may be disqualified.

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.

Region 11 Young Women In Harmony Program Grants

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 Region 11 Young Women In Harmony Program will be used exclusively for the purpose for which the money is given.** Unexpended funds must be returned with your final report.

Submission of completed form indicates that you have read this agreement and will abide by its conditions. The applicant(s) agrees to comply with all applicable copyright laws and obtain necessary performance licenses.

Conditions of acceptance of any grant amount received include the submission of one digital copy of a Final Report by the Grant Applicant to the Region 11 Young Women In Harmony Program no later than 60 days after the completion of the project and that all promotional materials used in the program will carry the following message: **“This program made possible, in part, by a grant from the Region 11 Young Women In Harmony Program.”**

This signed grant agreement must accompany either grant proposal form.

Grant Applicant Authorized Signature

Name of Associated Chorus or Quartet (if applicable)

Date

Region 11 Young Women In Harmony Program
R11YWIH@gmail.com

Eligibility for receipt of grants from the Region 11 Young Women In Harmony Program is limited to individuals, groups, or organizations sponsoring vocal music activities for young women in association with Region 11 members.

Region 11 Young Women In Harmony Program Grants

Proposal

PLEASE TYPE ALL INFORMATION.

Title of project:

Grant requestor name:

Summary of project to be funded. Limit: 300 words.

Objectives and expected benefits of project:

Amount requested: \$ _____

*Beginning date of project: _____

*Completion date of project: _____

*No funds will be awarded for projects completed prior to the Young Women In Harmony Program Grant Application deadline date.

Region 11 Young Women In Harmony Program Grants

Project Budget

Project: Expenses		Income	
1. Personnel salaries*		1. Applicant cash	
2. Consultant/contract services**		2. Individual donations	
3. Travel/transportation		3. Corporate support	
4. Space costs (rent/use)		4. Federal/State grants	
a. Space rental		5. Local government support	
b. Office equipment		6. In-Kind donations	
c. Office furniture		7. Region 11 YWIH Program Grant***	
5. Equipment		8. Other donations (specify)	
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 (specify)			
Total Expenses:		Total income:	

Total Budget Income and Expenses should balance.

For more information contact:

Region 11 Young Women In Harmony Program

Subject: Grants Information

R11YWIH@gmail.com

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

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

*****If Region 11 Young Women In Harmony Program is unable to fund the entire amount requested, indicate how project will be funded _____**

Region 11 Young Women In Harmony Program Grants

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

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. Include 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. Specify.

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.
8. **Region 11 Young Women In Harmony Program.** Amount requested from the Region 11 Young Women In Harmony Program. **If the Region 11 Young Women In Harmony Program is unable to fund the entire amount requested, please indicate how project will be funded.**

Region 11 Young Women In Harmony Program Grants

Grant Review Procedures

1. Applicant returns the grant proposal packet the *YWIH Grant Review Team*
2. *YWIH Grant Review Team* 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. If approved a check for 80% of award is issued.
5. Applicant completes project.
6. Applicant files final report (digitally).
7. A check for the remaining 20% of award is issued upon receipt and approval of the final report.
8. All promotional materials used in the program will carry the following message: **“This program made possible, in part, by a grant from the Region 11 Young Women In Harmony Program.”**

Region 11 Young Women In Harmony Program Grants

Final Grant Report

Each applicant, upon acceptance of an award, agrees to submit a Final Grant Report 60 days following the completion of the project. The Final Grant Report helps the Region 11 Young Women In Harmony Program monitor the impact of its grants program.

The Final Grant Report

The Final Grant Report shall include the following:

- Responses to information on pages 9 -11 included herein
- Brief Description 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: R11YWIH@gmail.com

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

Region 11 Young Women In Harmony Program Grants

Final Grant Report Form

Please review the following guidelines prior to completing this report. Contact the Young Women In Harmony Coordinator 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 number of personnel involved

Audience report

Total number of young people served

Region 11 Young Women In Harmony Program Grants

Income/Expense Report

Summarize income/expense for your project on this page.

Expenses. What did the project cost in cash? (<i>Do not include in-kind in this section.</i>)	
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 (explain)	
Total Expenses	
Income. List the source of your cash contributions.	
Applicant cash	
Individual donations	
Corporate support	
Federal/State grants	
Local government support	
Other (explain)	
Young Singers Foundation	
Total Income	
In-Kind. What sources were donated to support your project? In what amounts?	
Personnel/administrative	
Consultant fees	
Travel	
Marketing/publicity	
Production expenses	
Space rental	
Equipment rental	
Other (explain)	
Total In-Kind	

Region 11 Young Women In Harmony Program Grants

Checklist

As briefly as possible, please respond to the following in the order outlined. To ensure that you have responded to each question, use this section as a checklist.

- 1) Summarize how your organization used the Region 11 Young Women In Harmony Program grant.
 - i) *Provide information on the personnel and facility used to complete the project.*
- 2) Evaluate the strengths and weaknesses of your project (i.e. based on the goals outlined in your application).
 - i) *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.*
 - ii) *Specifically outline the aspects of the project that were successful as well as those that will not be considered for future projects.*
 - iii) *Evaluate the strategies your organization used to market the project.*
- 3) Materials documenting that the activity took place.
 - i) *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 Region 11 Young Women In Harmony Program were spent as stipulated in the Grant Agreement and all approved revisions.

Signature of Authorized Official (Type Name):

Date:

Name:

Title:

Email completed report to: R11YWIH@gmail.com Subject: Final Reports