



SABS HARMONY FOUNDATION

General advice to applicants

Please read these notes carefully before completing your application for a grant.

The Spanish Association of Barbershop Singers established their Harmony Foundation Fund to provide financial assistance to individuals and organisations, to promote singing in the barbershop style. Individuals may be assisted to attend educational events such as Harmony College, either in Spain or elsewhere, and organisations may apply for help to stage educational events.

The fund is quite small, and the Fund Managers have a duty to SABS members to make sure that it is used wisely and to the best effect.

COMPLETING THE APPLICATION FORM

1. Before applying to SABS please ensure that you have approached, where possible, local bodies who might be able to give you financial assistance.
2. Give as much information as possible. Failure to do so may cause delays.
3. If you are an individual, make sure you have asked your Chorus or Quartet for financial assistance before approaching SABS. What you learn will be of benefit to all the other members.
4. If you are an organisation wishing to stage an event, please make sure you have completed the Pro Forma Budget. If available, please include a copy of your organisation's latest accounts, or explain why they are not available.
5. Travel and accommodation costs are not normally included in an award, other than in exceptional circumstances
6. When an award is made towards SABS or BABS related costs, this will normally be paid direct to SABS or BABS, unless the applicant has already paid them.
7. Individuals should include with their application a letter from either their organisation, or a full member of SABS
8. Applications should be accompanied by a short letter from the applicant, outlining any special circumstances, and justifying their application for a grant.

Applications should be scanned and returned by email to the SABS Harmony Foundation secretary, Ian Smith, treasurer@sabs.es



APPLICATION FOR A SABS HARMONY FOUNDATION GRANT
 Please print your application, scan it, together with the accompanying letter,
 and email to treasurer@sabs.es

QUESTION	ANSWER
Name:	
SABS membership number	
Date of Birth	
Address	
Email:	
Name of Club:	
If the application is personal, occupation: (Full /part time/unemployed/retired)	
Have you already paid for the course you wish to attend?	
Financial Assistance from SABS is requested for:	
What is the total cost of your event?	
The amount of support requested is	
If this is to attend an educational course, what modules have you selected:	
Have you previously had an award from SABS?	
IF YES - When?	
IF YES - For what?	
What other funding applications have you made?	
A letter of support from your Club or a full member of SABS must accompany this application. Your letter is from: Name Email (This person may be contacted by the Committee.)	

If this application is for support to run an educational event, please complete the pro forma budget on the following page.

I declare that, to the best of my knowledge, the information provided is accurate and complete.

Signature: _____

Date: _____



**APPLICATION FOR A SABS HARMONY FOUNDATION GRANT
PRO FORMA BUDGET FOR AN EVENT**

Please print your application, scan it, together with the accompanying letter,
and email to treasurer@sabs.es

TYPE OF EVENT: _____

TO BE HELD ON: _____

EXPENDITURE		INCOME	
Venue	€	Ticket Sales	€
Advertising	€	Programme Sales	€
Printing	€	Programme Advertising	€
Copyright	€	OTHER INCOME (SEE BELOW)	
Equipment Hire	€		€
Transport Hire	€		€
Stationery/Postage	€		€
Telephone	€	INCOME FROM OTHER SOURCES	
Visitor's Lecture Fees	€		€
Visitors Expenses	€		€
Insurance	€		€
Sundry Costs	€		
TOTAL COSTS	€	TOTAL INCOME	€
Costs exceed income by	€	Grant Requested is:	€

Notes:

Signed: _____ Name: _____

Position in Organisation: _____ Date: _____