



Syracuse Sounds of Music Association, Inc.

SUPPORTING MUSIC IN CENTRAL NEW YORK
PO Box 85 • Fayetteville, NY 13066
syracusesoundsofmusic.org

2023 Grant Application Checklist

Please be sure you have included the following with your application:

- **Report**, if you received a grant from the *Syracuse Sounds of Music Association* last year and have not already sent it to us. A letter was sent with your award in February 2022 listing the required information, and a report form was also sent to you via email. The report form is on the SSMA website if you want to download it. You are not required to use the form, but a report is required with the information specified.
- **Verification** of 501(c)(3) non-profit organization status from the IRS
- **Secure mailing address** for 1) general mail correspondence and 2) for your treasurer or financial representative, if different
- **Full Project Description and Budget** of which our award would be a part
- **Summary of your organization's final overall budget** from your most recent fiscal year
- **Your handwritten signature** or that of a representative from your organization

Additional tips:

- Be brief and concise on the application. You may enclose supporting materials.
- Write as though you are a new applicant, even if you have applied in the past. We have new board and grant committee members each year who may not be familiar with your organization.
- We will be accepting applications between November 01, 2022 and January 15, 2023.
- Please carefully review your application and be sure that any supporting material you send has each page labeled with your organization's name.

Your grant application and all required paperwork must be received by January 15, 2023 to be considered.