



THE ASCAP FOUNDATION
PROCEDURES FOR REQUESTING A GRANT RENEWAL

All 2011 ASCAP Foundation grant recipients must complete **The ASCAP Foundation Program Report** at the conclusion of their 2011 project but no later than **October 1, 2011**. In addition, please follow the procedures outlined in the chart below when requesting a renewal of funding for 2012.

If you received a grant from The ASCAP Foundation in 2011 and are requesting a renewal of the grant for 2012, follow the instructions in the appropriate box below. Note that the requirements vary depending on the type of funding you are requesting.

<p style="text-align: center;">For a renewal grant for the <u>same program and the same grant amount</u></p>	<p style="text-align: center;">For a renewal grant for the <u>same program with an increase in funding</u></p>	<p style="text-align: center;">For a request for <u>funding for a new program</u></p>
<p>1. Complete the 2011 ASCAP Foundation Program Report and submit it with:</p> <p>2. A cover letter requesting renewal of the grant for the same program funded in 2011.</p> <p>3. A budget and a description of how the funds will be expended in 2012. If funding is being used for honoraria, please list ASCAP members involved in the project.</p>	<p>1. Complete the 2011 ASCAP Foundation Program Report and submit it with:</p> <p>2. A cover letter requesting renewal of the grant, why an increase is necessary and how the increased funds will be expended.</p> <p>3. An ASCAP Foundation 2012 Grant Application, which is due no later than October 1, 2011.</p>	<p>1. Complete the 2011 ASCAP Foundation Program Report and submit it with:</p> <p>2. A cover letter stating you are requesting funding for a new program.</p> <p>3. The ASCAP Foundation 2012 Letter of Intent application, which is due no later than August 1, 2011.</p>

NOTE: If you have applied for a grant renewal, an increase in funding for a current grant, or a grant for a new program, you will receive written notification from The ASCAP Foundation notifying you if your grant has been awarded and in what amount in early 2012.

Please read **The ASCAP Foundation Grant Application Guidelines and Procedures** to determine whether your program continues to meet our funding requirements and to ensure you are familiar with our application process. Organizations can submit only one Letter of Intent or Grant Application per year.

ALL 2012 LETTERS OF INTENT MUST BE RECEIVED BY AUGUST 1, 2011.

ALL OTHER 2011 RENEWAL DOCUMENTS MUST BE RECEIVED BY OCTOBER 1, 2011.

Mail to:

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