

# Chorus America Application Portal (CAAP)



**Chorus America is the advocacy, research, and leadership development organization that advances the choral field. We support and serve choral conductors, administrators, board members, and singers with tools, training, peer networking, and access so that choruses are better able to contribute to their communities.**

Chorus America utilizes an online application portal (CAAP) [apply.chorusamerica.org](https://apply.chorusamerica.org) for several programs throughout the year. Deadlines to apply for programs may vary. Please consult with the guidelines for a specific program to learn the date and time an application is due. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review. Chorus America will not accept mailed, emailed, or hand-delivered copies of award applications.

## **Creating a CAAP Account and Applying for a Program**

1. Go to the [Chorus America Application Portal](https://apply.chorusamerica.org) (CAAP) and [register for an account](#). You will need to provide your full name, email address, a unique password, and your time zone. The CAAP log-in is **not** your chorusamerica.org log-in; however, you may choose to make it the same when registering;
2. Once you have registered you will receive a confirmation email from FluidWare (CAAP platform). You need to click on the embedded link to finalize your registration (this email may go to SPAM);
3. Once fully registered, please select the desired program and begin crafting the application\*;
4. Complete the application questions and upload all required documents, supplementary materials, and work samples;
5. Submit the application by the date and time listed in the program guidelines.

*\*Review the program guidelines thoroughly to determine eligibility and application requirements;*

The application process is competitive and applicants are fully responsible for the content of their application. Submission does not guarantee an application's eligibility or recommendation. Chorus America staff is not permitted to make corrections to applications on behalf of applicants. Incomplete applications will not be forwarded to the Advisory Review Panels for consideration.

All applications are scored according to the program's specific criteria. Chorus America selects Advisory Review Panelists for each program to make recommendations. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists will conduct a thorough review of all applications and convene as group to discuss the applications and finalize scores. Panelists are anonymous and the review is confidential.

**Applicants will be notified of application results in writing by the listed notification date.** Due to the confidential nature of our review panels, we are not able to give individual feedback to applicants.