

SSQA GRANT PROGRAM 2012

Instructions and Sample of Application Form

The group applying for a grant must be operating as not-for-profit, located in and conducting activities in the State of Florida.

The event/ project must be **open for public participation** (i.e. people who are not part of the host group may bring quilts to be documented or they may attend classes, etc.). Documentation forms and photos for a Quilt Discovery Day must be compatible with the Quilt Index. Information collected must be made available for inclusion to the Quilt Index. SSQA cannot be responsible for the storage of your data.

The committee chair may be contacted with questions about an event/ program you are planning, but cannot suggest activities to host. Please do *not* contact any of the committee members.

SAMPLE Application Form

Complete this application form and send **six (6) copies** to: SSQA Grants Committee, c/o Chairman, 1234 Street, Town, FL 33333 (*use additional paper if needed and include in each copy*). Be sure you use the address of the current year's chairman.

The awards committee chair will receive the copies and forward them to the committee members. Be sure you send six complete copies (one for each committee member).

Applications received after March 31st cannot be considered. Be sure to include the Letter of Agreement (one signed copy).

Name of group:

Florida Quilt Lovers, Inc. OR River Bend Quilters Guild ...etc.

Contact person:

The name of one person who will be responsible for handling ALL correspondence regarding the grant

Mailing address (street, city, zip):

Phone: _____ E-mail: _____

Be sure the contact information is correct, and update SSQA immediately if there are any changes

Date of Event/ Program:

actual date event / project will be held ... sometime between June 30, this year, and June 30, next year. Scheduling concerns may be addressed to the committee chairman.

Amount requested: Dollars and cents

To cover the cost of: ***this is the only thing(s) the grant money will be used for. Be specific. Suggestions (but not limited to): hiring quilt professional; photographer's fees; copies of documentation forms needed; rental fee for location; pub-***

licity etc. If listing costs associated with a quilt professional, please give the name and credentials (i.e. Betsy Ross, AQS certified appraiser OR Sue Stitcher, national teacher + website). Hiring a professional is not a requirement for Quilt Discovery Days. Travel and miscellaneous expenses cannot be included. Use a separate sheet if needed.

Location of event/ project:

Give complete name of facility & address, i.e. Eleanor Burns Elementary School, 123 Fabric Lane, Yourtown, FL 33333

About the sponsoring group

Year founded: **1989** etc.

Number of members: **56** at time of application

Does the group has (501 (c) 3) status? State your IRS tax-exemption #

(this status is not a requirement) **#XXXXX OR No**

If group has a FEIN, please state here: **Federal Employment Identification Number— please state # OR No**

Is the group a member of SSQA? *(membership is not a requirement)*

Yes OR No

Is there another group co-hosting this event? (give group's name & tax status): i.e. **Mandarin Historical Society --- 501 (c) 3 # XXXXX**

OR **Neighbor Area Quilters Guild---no status**

What are the other sources of funding for this event?

i.e. **guild funds** OR **donations from quilt lovers** OR **NQA grant** etc

Has the group or co-host sponsored a similar event or project in the past? When?

No OR Name, date, and one sentence description of event/ program

List a budget for this event/ project, including expenses and donations. On a separate page, list the items the group is providing for the event/ project along with their costs or who is donating them. This includes items grant money may cover.

Remember to include:

One signed Letter of Agreement

Six (6) complete copies of this application (with any attachments and the budget).