

Sharon Janda Grant Application

The guild has received a substantial donation as a result of the sale of Sharon Kesako Janda's studio contents, and the generosity of her husband Richard. Sharon passed away on December 31, 2014. She was an active Guild member, involved in many study groups and a supporter of its activities and workshops.

The guild will award a grant of up to \$3000 annually to a study group, or other ad hoc group of guild members, to organize an educational event for the benefit of at least 20 guild members.

TITLE OF PROPOSAL

Names, Address, Telephone, e-mail Address of the study group *[NOTE: If this is a group proposal, identify the primary point of contact and list other group members by name only]*

A. Title

B. Summary (<500 words)

- Provide a brief description of the idea and expected results

C. Full Description

- How does this event provide diverse educational opportunities that incorporate forward-looking, innovative fiber art ideas including, for example, the use of new materials or state-of-the-art techniques?
- Describe how this honors Sharon Janda.
- Describe how the project will enrich/benefit the Potomac Fiber Arts Guild

D. Budget

- Provide an estimated amount of funds required along with an itemized accounting of how the funds will be used *[NOTE: If you plan to apply additional funds beyond the maximum grant amount, indicate this amount in the itemized budget.]*

E. Roles & Responsibilities

- The tasks should be stated as clearly as possible. Each task might be the responsibility of the group, a team or an individual. Felting study group 1 will provide an after action review that will provide examples and the importance of defining "who does what".)

TIMETABLE

1. January, 2018 – request for proposals
2. March, 2018 – proposals due
3. April, 2018– Sharon Janda Grant Committee formed. It will consist of three guild members selected by the grant coordinator. Committee members may not be affiliated with any group that has submitted a proposal for consideration that year. Committee reviews proposals and selects the winner of the grant.
4. June, 2018 – Grant awarded and announced to the guild.
5. July, 2018 – awardee must submit a status report and detailed budget.

Criteria for Awarding Grant

1. How well the proposed event would achieve the objectives of the fund
2. Feasibility of the proposal, including budget, schedule and plans for carrying out the event
3. Benefits to the guild, which must include accommodating at least 20 guild members at the event

Additional Grant Requirements

1. It is intended that the educational events reach as many guild members as possible. To that end, the grant coordinator will be charged to assure that a group does not receive the award two years in a row, that the events are diverse, and that seats at the event are fairly allocated.
2. Group members must be listed in the proposal. Members may attend the educational event if they have been a member of the guild for at least one year and are in good standing.
3. Extra seats for the event should be made available to guild members and awarded through a lottery if the number of interested members exceeds the number of available seats.
4. Event must occur within two years of award.
5. If rules regarding attendance, etc., are not followed, penalties may be imposed including withdrawal of grant funds
6. Proposal must include a short list of potential instructors and study subjects, a statement for each addressing the grant criteria, and a budget. Should address subjects such as meeting space. (Grant Coordinator to finalize details)
7. Expenses to be covered by the grant may include: teaching fees, travel expenses, facilities, equipment rental, and materials.
8. Any required contracts, such as with an instructor, or for equipment or a meeting room, will be the responsibility of the proposing group; the Guild will not be involved
9. The Guild assumes no liability for injuries or damages resulting from grantee activities.
10. It is possible that a proposing group might want to collaborate with someone outside the guild, e.g., another local guild, to propose an event. If so, then the group should include in the proposal how the overall budget is divided, and how the seats at the event will be allocated to each participating organization, with a minimum of 20 being allocated to the Potomac Fiber Arts Guild.

11. The proposing group must coordinate with the guild program committee chair to assure there is no conflict or overlap with guild programs and workshops, and also to determine if there is synergy with guild programs that can be realized.