

## TQG, Inc. Endowment Grant Program

### Tucson Quilters Guild Mission Statement

*The Guild's purpose is to perpetuate the art of quilting and to encourage and stimulate interest in this art form. Every member is asked to learn, teach, share skills, and participate with fellow members to the fullest extent possible.*

The TQG, Inc. Endowment Grant Program funds projects that will have a long-term impact on preserving the heritage of quilt making and furthering the art of quilting.

The committee works to achieve a balance of grant awards between historical, traditional, contemporary, and art quilt projects. There may be one or more grants awarded annually to individuals and/or organizations who work to further the art of quilt making.

The Endowment/Donations Director, serving a two-year elected term on the TQG Board of Directors, works with a committee of 6 – 10 volunteers. The main responsibilities of the committee as they work on grant requests are:

- Administration of the Guild's annual grant – which includes publicity, reviewing grant proposals, recommendation of grant recipient(s) to the Guild Board of Directors, and overseeing the grant project.
- Suggestions of other special projects such as scholarships, special exhibits, or other grants
- Serve as a liaison between the Guild and special project funding recipients.

The committee considers several criteria in evaluating each grant application. These include the overall impact of the project on the world of quilting; compatibility of the goals of the project with the TQG, Inc. mission; the ability of the applicant to complete the project within the specified timeline; the quality of the project; the quality of the application; and the contribution of the project to the body of knowledge about quilts or awareness of the art of quilting.

The following pages provide information for prospective applicants about the Rules for Applications, announcement of Fiscal Year Timelines, and decisions from the Endowment Committee which affect prospective applicants.

The separate Application Form on the TQG website can be downloaded from the TQG website.

The application deadline is: **October 31<sup>st</sup>**

Completed applications must be received by the Director of the Endowment/Donations Committee no later than October 31st. Please keep your responses concise and account for all projected expenses. Send the completed application to:

Tucson Quilters Guild  
Endowment/Donations Director  
P.O. Box 14454  
Tucson, AZ 85732

## **TQG, Inc. Endowment Grant Information**

### **Purpose:**

The purpose of the endowment grant program is to fund projects that will have a long-term impact on preserving the heritage of quilt making and furthering the art of quilting. All applications will be carefully reviewed.

Over time, the grant program will attempt to achieve a balance in the awarding of funds between historical, traditional, contemporary and art quilt projects. However, the prime consideration of the Endowment/Donations Committee will always be the quality of the submitted proposals.

### **Guidelines:**

All grant proposal projects should result in a specific end product and must include a plan for exhibition, presentation, or publication of the finished work, if applicable.

The Endowment Committee will require interim progress reports and/or a contractual agreement regarding completion of the proposed projects.

A written follow-up report to the Endowment Committee Chairperson detailing how grant monies were actually spent will be required of all grant recipients.

Any publication, class, instructional materials, or related products resulting from funds awarded by the TQG, Inc. must credit the Tucson Quilters Guild prominently.

If a grant recipient makes money from a commercial product which the grant has in any way underwritten, then said original grant monies must be repaid to the TQG, Inc. Endowment Fund. In such case, an agreement would be reached by both parties prior to the awarding of the grant and would be contingent on actual profits realized from the venture.

One or more grants may be awarded each fiscal year. The total amount awarded shall not exceed the interest earned from the Endowment Fund for the current fiscal year. All proposals will receive equal consideration regardless of the amount of funding required.

The TQG, Inc. is not obligated to award the budgeted endowment grant money or any part thereof if the quality of the proposal(s) does not show merit.

The Endowment Committee will screen all applications and make recommendations to the Board of Directors of the TQG, Inc. regarding those applications which merit Endowment Grant funding for the current fiscal year.

The application or applications will then be approved or disapproved by the TQG Board of Directors.

## **TQG, Inc. Endowment Grant Information, (cont.)**

The Endowment Committee will evaluate proposals based on:

- The quality of the proposed project based on the description in the application form
- The extent to which the project suits the stated purpose of the grant program
- The impact the project would have on the TQG, Inc. community and/or the quilting world in general (including which specific community would benefit the most, e.g. local/ regional quilters, artists, quilt scholarship, etc.)
- The ability of the applicant to complete the project
- How the project would relate to the attempt to achieve a balance in the awarding of funds between historical, traditional, contemporary and art quilt projects

The Endowment Committee will present its recommendations to the TQG, Inc. Board of Directors in February of each year.

No funds will be awarded or expended without the approval of this Board. The awardees will be announced at the February general meetings with funds disbursed thereafter.

Funds will be distributed by the TQG, Inc. Treasurer to an individual or institution without regard to race, age, sex, color, or creed.

Current members of the Endowment Committee are not eligible to apply.

To encourage objectivity in the selection process, members of the Endowment Committee should not be contacted personally by grant applicants. Lobbying of the Endowment Committee by or on behalf of a grant applicant will result in the disqualification of the proposal in question.

Please read this material carefully. Incomplete applications will not be considered for funding.

# Tucson Quilters Guild, Inc. Endowment Fund Application

Date of Application \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Proposed project Title: \_\_\_\_\_

Project Director: \_\_\_\_\_

Additional member(s), if applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Please read carefully. Incomplete applications will not be considered for funding.

1. On an attached page describe the purpose of the project, including the primary goals, anticipated results, and the impact on the public.
2. Describe the intended audience as well as other groups you believe will participate in or be influenced by the project.
3. List the chronological steps to be taken to complete the project. NOTE:  
PROJECT MUST BE COMPLETED WITHIN ONE YEAR OF THE GRANT AWARD.
4. List any outside funding you have in addition to the TQG proposed funding. If the funding is not yet approved by the other source, identify when a decision will be final.
5. Describe the project director's expertise with the methods to be used in the project. Include education, artistic/work background, bibliography of publications or exhibitions, and photographs of previous work, if appropriate. Include the expertise of other members of the group, if applicable.
6. If your project requires participation by another institution, organization or business enterprise, please attach a letter of commitment to the project, signed by the Director, owner, administrator, or other authorized person.
7. If you have received grant money from TQG in past years, list the year(s) and amount of grant monies received.

**Note:** If the grant request is approved, you are required to submit a final report to the Endowment/Donations Director of TQG describing the completion of the project. Photographs, copies of publications and a report of the number of people who participated in or were influenced by your project should be included in your final report. This report is due within one year of the grant award. Failure to submit a final report will result in denial of any future grant requests.