

# Northwest Basket Weavers, Vi Phillips Guild

## Grant Application Information

### **Goals**

The goal of the guild and providing grants to members is to promote the study of basketry and preserve the traditions of basketry. To accomplish these goals the NWBW, Vi Phillips Guild has set aside monies to award grants for activities such as lectures, 1–2 day seminars or workshops with hands-on experience, or research projects.

### **Funds Available**

More than one grant may be funded each year, in part or in full, up to a total of \$1000. Additional funds may be available in any given year if requested through the Grant Committee.

### **Eligibility**

Grants are available to anyone who is a member in good standing of the NWBW, Vi Phillips Guild. No more than one grant every three years may be awarded to the same individual.

### **Application Procedure**

Applications will be accepted throughout the year. Applicants should submit a request 45 - 90 days, if possible, before the money is needed as monies will be released only after final approval by the Board of Directors. All applicants must fill out the application form (available from our Web site) and provide a budget of estimated expenses. Examples of expenses could be tuition, materials, fees, conference or convention registration (for participants only – those taking workshops or seminars), or per diem and transportation for research projects. Areas not included are expenses for capital expenditures, buying special tools or for teachers attending and teaching at conferences/conventions.

### **Evaluation Criteria**

Priority will be given to projects, workshops, etc., whose information will be of value to members of the Guild as well as to the individual. The selection and amount of funding dedicated to each grant will be recommended by the Grants Committee, and reviewed for approval by the Board of Directors. Grant recipients will be announced in the newsletter following the approval.

### **Recipient Requirements**

The recipient of each grant will provide, as appropriate, a paper for the library and a synopsis for publication in the newsletter, OR a program for a Guild meeting, OR a workshop within 90 days of completion of the grant proposal. Exceptions can be submitted to the committee for review. All expenses incurred during the completion of the grant will be substantiated with receipts or proof of registration for workshops/conventions. If the proposed project is not carried out, or proposed program the grant supports is not attended, the recipient will refund the grant amount to the Guild, at the Guild's request.

*Grant established April, 1994.*

*Revisions to these guidelines were made by the Grants Committee and submitted by Karen Brattesani (Grants Committee Liaison to the Board), 1/22/2011.*

*Available Grant funds increased by Board of Directors – 2013*

*Additional revisions to these guidelines were made by the Grants Committee and submitted to the Board, 8/29/2015. (The small remaining funds in the Jean Leik Memorial Kids' Fund have been consolidated into this general grant fund.)*