

Portland Handweavers Guild Special Projects Funding

Purpose:

The purpose of this fund is to provide guild members with financial support for their ideas for special projects related to weaving and textile arts so that recipients can develop themselves as fiber artists. Grants may be to individuals or study groups, and applicants are expected to share their findings and/or experiences with the guild. The process is intended to be administratively simple in order to encourage participation.

Procedure:

1. The Treasurer will, in his/her development of the annual budget to be approved by the membership, include an amount to be awarded to those applying for guild funds to be distributed the following year.
2. The Director of Education will publish on the guild's website and in the guild's monthly newsletter the information required for a member to apply for funds in support of a special project, including the application window and expected date of distribution of funds.¹ New members and new weavers are encouraged to apply.
3. Applicants will complete a simple application explaining their project, providing a basic budget, and describing how their project will benefit the guild membership.
4. The Director of Education, in consultation with the Board, will establish a committee of three individuals to evaluate and applications based on merit, support of new and emerging artists, and educational benefit to the membership.
5. The Director of Education will ensure that identifying information is removed from applications prior to evaluation.
6. The Committee will make recommendations to the Board, and the Board will make the final determinations. The Board may approve more than one award, but the sum of multiple awards may not exceed the total budget for special projects.
7. The Director of Education will notify all applicants of the selection(s) prior to making a general announcement to the membership.
8. The Director of Education will announce the awardees to the membership.
9. The Treasurer will disburse funds by check within 30 days of the announcement.
10. Awardees are expected to report on their project to the guild as described in their application. However, as this is a grant, there is no obligation to return funds if the applicant is unable to do so.

¹ Applications are accepted throughout the year. Budgeted funds for grants is \$250.

Special Project Application

Name of Primary Applicant:

Mailing Address:

Telephone Number:

New Member: ___ YES ___ NO **New Weaver:** ___ YES ___ NO

Name(s) with phone numbers and/or email addresses of other people involved in the project (if a group project):

- 1.
- 2.
- 3.
- 4.
- 5.

Name of Project:

What do you hope to achieve? How would this grant develop you (or the group) as a fiber artist(s)?

Please describe the activities you will undertake to successfully complete your project. If this is to attend a workshop/seminar/event, please give the name of the instructor and a brief bio or link to the artist's website.

How and when will you (or the group) share your findings or experiences with the membership of the Portland Handweavers Guild (e.g., demonstration, short program, mini-workshop, notebook for library)?

Please attach a completed budget sheet.

Please email the scanned/signed, completed application to PHG Director of Education Linda Edquist at edquistls@gmail.com.

Signed: Primary Applicant

Date

Income and Expense Project Budget

Projected Income	\$	Projected Expenses	\$
PHG Funds Requested	\$	Cost of Materials, Equipment, Supplies, etc.	\$
Other sources of income:	\$	Rental or Purchase of Equipment, Materials, Supplies, Workshop/Seminar/ Online class	\$
Value of Donations: In Kind and/or Monetary, such as yarns, equipment	\$	Facility or Room Rental	\$
		Transportation	\$
		Miscellaneous services, such as loom repairs	\$
			\$
Total Projected Income:	\$	Total Projected Expenses:	\$