



Ohio Quilts!!

OQ!! EDUCATIONAL GRANT PROGRAM

2011 Grants for Educational or Charitable Events & Projects

Ohio Quilts!! Is a community of quilters and quilt enthusiasts dedicated to educating the public and our members through celebrating, producing, preserving and promoting quilts in the state of Ohio.

Purpose

Ohio Quilts!! Education Grant provides up to \$500 to encourage not-for-profit organizations and groups in Ohio to pursue and further the art of quilt making through education, research, craftsmanship and documentation.

Grants are made for specific events/projects that are open to the public and incorporate the mission of Ohio Quilts!! Grants cannot be made to individuals or businesses.

Guidelines and Rules

The planned event must be open to the public and publicized outside of the group requesting a grant. Proposals should be made for funds connected to particular expenses of the planned event/project, such as hiring a professional, photography and copies of forms (for a quilt discovery day); room or equipment rental; or other stated need. Funds will not be granted for items of value that are kept after the event/project (i.e. sewing machines). Funds will not be granted for salaries, travel, income or personal expenses of anyone associated with the group. Expenses listed as "miscellaneous" will not be considered.

All grant proposals must be completed and received by the awards committee according to the time table. OQ!! will be mentioned in promotional materials for the event/project. Grant funds must be used within 7 months of the award or by the stated event/project date. All grant funds not used for the purpose stated in the grant, or if the event/project is cancelled, all grant money must be returned to OQ!! in a timely manner. Should a project or event that has been awarded OQ!! Grant funds make a profit, 100% of said funds must be returned and deposited in the OQ!! Grant fund.

Groups that are awarded grants will send a report (the review form) to the OQ!! Education chairperson reviewing their event/project and explaining how the grant funds were used. The report must be received within 30 days of the event/project's completion. A presentation of the event/project will be given by a participating member of the group at the OQ!! 2012 Annual meeting, detailing the event/project and informing the membership of the event/project's outcome and how it advanced the OQ!! Mission statement.

Groups should read all the grant materials carefully to determine if the type of event or project they are planning may qualify for consideration.

Time Table

The OQ!! Grant program guidelines will be presented at the Annual meeting September 24, 2011. Proposals and letters of agreement are accepted by the OQ!! Education Chairman October 1, to November 15.

The award committee meets between November 20 and December 31. Each committee member will receive a copy of each proposal for study before the meeting. The decision made by the awards committee must be approved by the Executive Board before the recipient is contacted and announced on the website and in the newsletter.

The OQ!! Treasurer sends funds to the grant winner along with a copy of the Letter of Agreement, signed by OQ!! President. The grant recipient sends a Review Form within 30 days of holding the event/project, or returns all funds if the event is cancelled, by August 15, 2012.

The grant recipient group agrees to then plan and make a presentation of its event/project at the OQ!! Annual meeting September 29, 2012.

Eligibility

Applicant must be an Ohio Quilts!! member in good standing. Board of Directors and grant committee members are not eligible.

Administration of Grant Program

Chairperson: appointed by Board

1. Distribute forms, answer questions, collect and review applications for completeness.
2. Forward applications to review panel and assist them.
3. Report to Board on activities.
4. Follow-up on events/projects.

Panel: Three people well known and respected by Ohio Quilts!! and the quilt community.

1. Serve without compensation.
2. Review Grant Proposals and select most appropriate and promising proposal(s), rank as to importance, and recommend in a written and signed report to the board those to be funded.
3. Appointed on recommendation of chairman and board members by vote of board. Panel serves one year term, renewable and rotating if appropriate.

Board of Directors:

1. Accepts recommended proposal (s) and approves funding of projects.
2. Provides forum of publication for dissemination of any papers, essays or reports resulting from an event or project in which OQ!! funds are used.

April 17, 2011	Document presented for OQ!! Board approval
August 28, 2011	Education Director, Joan Maxwell, will develop the Grant application form and Instructions for applicants, the letter of agreement and the review form for board approval.
September 24, 2011	All grant information will be disseminated at the 7th Annual OQ!! Membership meeting and provided to Kellie for the website and newsletter.
November 15, 2011	Proposals due, checked for completeness, and sent to grant panel for review
November 20, 2011 to December 31 Grant Award Panel meets to determine funding recommendation. OQ!! Board approves funding.
January 15, 2012	Recipient notified and grant money sent to recipient(s).
August 15, 2012	Grant recipients deadline for filing review form.
September 29, 2012	Grant recipient makes presentation at 8th Annual OQ!! Meeting, Sept. 29, 2012. New round of grant(s) announced for 2012.



Ohio Quilts!!

OQ!! EDUCATIONAL GRANT APPLICATION

2011 Grants for Educational or Charitable Events & Projects

Ohio Quilts!! is a community of quilters and quilt enthusiasts dedicated to educating the public and our members through celebrating, producing, preserving and promoting quilts in the state of Ohio.

Please put the following information on the top of each page of your application:
NAME, ADDRESS, PHONE NUMBER, TITLE OF PROJECT & DATE

SUBMISSION REQUIREMENTS: Submissions are accepted through U.S. Mail only. OQ!! Will not accept proposals via FAX, e-mail or overnight delivery services.

NUMBER OF COPIES: (3) Three copies of the complete application, are required. Please do not send video tapes, DVDs, CDs or other media. These can not be returned and will not be reviewed. *Entrant is encouraged to make a copy of the completed application for his/her own files.*

TIMELINE: COMPLETE APPLICATIONS MUST BE RECEIVED NO LATER THAN NOVEMBER 15, 2011. MAIL APPLICATIONS TO: **JOAN MAXWELL 248 E. WILGUS DRIVE RUSSELLS POINT, OHIO 43348**

Using no more than (5) five pages, (Single spaced, and no smaller than 12 point font) provide a written narrative, including answers to the following questions:

- INCLUDE:**
1. What is your group's mission statement and it's history as a quilt related community service organization?
 2. How does this project/event align with the mission statement of Ohio Quilts!!?
 3. What is the need for this project? Why should the project be undertaken? Who will benefit and in what way will they benefit?
 4. Describe the methodology of the project, including what activities will be undertaken; the length of the project; and how the project will conclude.
 5. What are the goals of this project? How will you measure the success of meeting your goals?
 6. Who is leading this project? What is their experience? Why are they qualified to lead?
 7. Are you financing this project from any other sources? Please describe.
 8. What makes your project unique? Are you collaborating with other groups or individuals?
 9. Describe any other information that might be helpful to the reviewers of your proposal.
 10. List and describe all items and expenses to be used to complete your project.

FINAL REPORT FORM: Explain how the final report of your project will be presented at the 2012 annual mtg.



Ohio Quilts!! Grant Program 2012

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Letter Of Agreement

Send only this signed original with your grant application. If your group is awarded a grant, a copy of this letter, signed by an Ohio Quilts!! Officer, will be returned to you with the grant check.

We have read, accepted, and will follow all the Ohio Quilts!! Grant Award requirements

1. **OQ!! Member's Name:** _____
2. Name of Group Applying _____
3. Title of Event or project: _____
4. All information on the attached application is correct and accurate. Any changes of contact information will be given to Ohio Quilts!! immediately.
5. The Grant money awarded by Ohio Quilts!! will be used only for the purposes stated in the application. All unused grant money will immediately at the conclusion of the event/project, be returned to Ohio Quilts!! In the event the project is cancelled, all grant money will be returned, immediately.
6. The review form will be completed and returned within 30 days of the event.
7. Ohio Quilts!! Will be included in all event/project materials and publicity as a sponsor. The website address: www.ohioquilts.org will be included whenever possible.
8. The stated event/project will be held before July 15, 2012.
9. The designated group member(s) will present a summary of their event/project at the September 29, 2012 OQ!! Annual Meeting, including how it promoted the mission statement of OQ!!

Print Group President's Name: _____ Signature _____

Date: _____

Ohio Quilts!! President's Signature _____ Date _____