



Surface Design  
Association

## APPLICATION

### DEADLINES

Submit proposals by:

October 1, 2018 midnight

Notification:

October 21, 2018

Payment dates: 30 days following receipt of award winner's W-9 form, as requested in Group Event Grant approval notification.

## 2018 Surface Design Association-Washington Group Event Grants

The purpose of the SDA-WA Group Event Grants is to support program-related expenses for SDA-WA member group activities of three or more members. Funds may be used for events such as group exhibitions of SDA members' works, and for SDA-sponsored lectures, workshops, and local or regional meetings. Support for exhibitions is predicated on participants being SDA members. Other events such as lectures, meetings, and workshops can be open to non-members. Co-sponsored exhibitions are described below. Two (2) grants will be awarded in amounts up to \$500.

### ELIGIBILITY

Only SDA-WA members may apply for an SDA-WA Group Event Grant. SDA Board members and staff may not apply while in office or employed by the organization.

### STIPULATIONS

The Group Event Grant does not fund projects in process or completed, and does not reimburse money already spent on a project. Funds are not available in general for solo exhibitions and specifically, for refreshments and entertainment.

Group Event Grant funds must be returned to the Awards Administrator if not spent by October 31, 2019. Profits realized from any event may be deposited in our special SDA-WA account for regional funds.

### ADDITIONAL GUIDELINES:

- All SDA members in the local area will be informed of the event.
- Attendance at lectures or workshops may not require SDA membership.
- SDA membership materials should be prominently displayed and available to the viewing public. All promotional materials must state Surface Design Association Sponsored Event.

### GUIDELINES SPECIFIC TO EXHIBITIONS

- Coordinating an exhibition with another organization is permitted; however, at least one of the exhibition planners must be an SDA member. Participating artists must be members of either the SDA or the other coordinating organization.
- Promotional materials must state the exhibition title, and specify the Surface Design Association and our Washington Chapter. For example, "Exhibition Title, A Washington Surface Design Association Exhibition," or "An Exhibition of the Surface Design Association-Washington."
- Copies of printed materials should be sent to the Awards Administrator.

## GROUP EVENT GRANT APPLICATION SUBMISSION GUIDELINES

The awards for the 2018 SDA-WA Group Event Grants are two (2) grants at \$500 each. Submit a digital copy of the grant proposal to the Awards Administrator, **Francesca Penchant at [sdafpenchant@gmail.com](mailto:sdafpenchant@gmail.com)**. Questions may also be sent to Francesca.

A grant proposal must include the following information:

- Coordinator(s) of the event;
- Contact information: name, area group, address, email, phone, fax, website;
- Event proposal, including dates and location(s) (max 300 words);
- Exhibition or other entry fees, if applicable;
- Anticipated attendance;
- Itemized event budget, including estimated revenues and expenses;
- In-kind funding or additional funding resources, if applicable;
- Amount requested (up to \$500) from SDA-WA, indicating if partial funding would help; and
- The payee name and mailing address for the grant check.

Grant proposals will be judged using the following criteria:

- Artistic excellence
- Impact of the project; for example, impact on the community, number of people in the applicant group, and/or number of anticipated attendees
- Project's ability to support the mission and increase awareness of SDA. SDA's mission is to promote awareness and appreciation of textile-inspired art and design through member-supported benefits including publications, exhibitions and conferences.
- Clarity of goals
- Feasibility of project

Submit a final report to the Awards Administrator within one month following the close of the event. The report should include:

- Evaluation of the event;
- Number of people who attended, plus new members gained; and
- Detailed financial account of profit/loss. Include invoices, receipts, or copies of cancelled checks for the expenses covered by this grant.

### JURY PANEL

Pat Herkal, Port Townsend

Claire Jones, Seattle

Roberta Nelson, Bainbridge Island

Francesca Penchant, Seattle