

Hazel Pattison Memorial Grants Program

DRAFT

Purpose

The Hazel Pattison Memorial Grants Program (Grants or Grant Fund) encompasses three types of grants. They are as follows: Community Outreach; Education; and Enrichments Grants.

The specific purposes of each type of grant are detailed below.

General Goals of the Grant Fund Program

Furthering the enrichment of OWG members and the community in weaving and other fiber-related fields.

- Encouraging members to undertake new, in-depth learning that will promote their technical and aesthetic development.
- Encouraging and inspiring members to make a commitment to themselves and to the guild.
- Providing financial support.
- Offering a forum for sharing the results of studies undertaken.

Background

The Hazel Pattison Memorial Grants fund was founded in 1992 in honor of Hazel Pattison. Hazel was an early member of the Guild and taught many, many people how to weave. Some of those weavers are members to this day.

Hazel was active in the Garment Study Group, which focused on a different type of garment each year. At her encouragement, the Guild required “proof of weaving” to join—aspiring guild members had to submit three pieces of weaving as part of their application.

Policies

I. General Policies

- A. The Hazel Pattison Memorial Grants Program is funded by donations and is a dedicated fund. (Funds designated to the Grant fund cannot be used for purposes other than those detailed in this document.)
- B. Grants are available to members of at least one year and in good standing.
- C. Applications are not awarded on the basis of financial need, but available funds in the grant reserve. Amounts expended in the fiscal year will be a determining factor.
- D. Fund activities are managed by the Grants Subcommittee of the Member Education Committee.

- E. Applications may be submitted by individuals or small groups.
- F. Completed applications may be submitted by “hand” or by US mail to the Grants Subcommittee Lead for review and will be forwarded to the Board for a decision within 30 days of receipt, with the exception of Enrichment Grant applications, which have up to 60 days.
- G. Proposals will be kept confidential (known to Board members only).

II. Community Outreach Grants

- A. The purpose of the Community Outreach Grant is to provide small financial awards to members in good standing who are involved in providing fiber art demonstrations or presentations to the public for which they receive no financial reimbursement. The amount of the Grant is between \$25 and \$50.
- B. The intent of this Grant is to encourage public service activities by defraying the cost of travel and materials.
- C. Any activity for which a fee or compensation is received is not eligible.
- D. Grants will range from \$25 to \$50, with the amount determined individually and based on the project and the amount of funds available in the Grants fund.
- E. Community Outreach Grants are limited to no more than \$100 in one fiscal year (July 1 – June 30).
- F. Proposals may be submitted at any time during the guild calendar year and may be retroactive up to one fiscal year.

III. Education Grants

- A. The purpose of the Education Grant is to provide small grants to members in good standing for specific training or work/study on fiber-related subjects.
- B. Goals include the following:
 - 1. Furthering the enrichment of Guild members and the community in weaving and other fiber-related fields
 - 2. Encouraging members to undertake new, in-depth, short-term learning.
 - 3. Encouraging members to organize and share their new knowledge.
- C. Grants will range from \$50 to \$300. Amounts will vary with the project. Not more than \$600 will be granted in one fiscal year (July 1 – June 30).
- D. Dates of submittal are flexible.
- E. Proposals may include, but are not limited to the following:
 - 1. Workshops such as Convergence, Coupeville, regional conferences or other textile-focused educational opportunities.
 - 2. Guild sponsored workshops can be considered.
 - 3. A proposal to include a mentor for an individual study or beginning weaver is acceptable.

4. Group studies are encouraged. Grants will allow the group to use money for materials, books, travel, etc.
- F. Members accepting an Education Grant will prepare a report, a mini-program or other presentation reflecting the substance of their study for the membership within a year of receiving the grant. The type of presentation will be determined in consultation with the recipient(s) and the Programs and Workshops Chair.

IV. Enrichment Grants

- A. The purpose of the Enrichment Grant is to provide an opportunity for professional direction/feedback and a \$500 to \$1000 grant to an individual or group to pursue an intensive study of up to one year in duration, in weaving, spinning, or related fiber-art.
- B. Goals include the following:
 1. Furthering the enrichment of Guild members and the community in weaving and other fiber-related fields.
 2. Encouraging members to undertake new, in-depth learning that will promote their technical and aesthetic development.
 3. Encouraging and inspiring members to make a commitment to themselves and to the guild.
 4. Providing financial support.
 5. Offering a forum for sharing the results of the study.
- C. Applications are due April 1st of each year and the award will be announced at the June membership meeting.
- D. Proposals and applications will be returned with a letter from the Board.
- E. Recipients of the grant will be responsible for presenting a program or show to the guild within the calendar year of completing their project, in consultation with the recipient(s) and the Programs and Workshop Chair.
- F. Recipients will also prepare a notebook about the project to be kept in the Guild Library.
- G. If, for any reason, the recipient is unable to finish the project or present a program, the recipient shall return the money to the Guild.

Operational Procedures

Responsibilities of the Grants Subcommittee Lead

- A. General Responsibilities include the following:
 1. Encourage members to apply for grants
 - a. Publish articles in the newsletter each month as appropriate.
 - b. Present Grant information at each membership meeting as appropriate.
 - c. Ensure members can access information on the website and in the library
 2. Keep grant information, overviews and applications up to date as appropriate.

3. Aid in raising money to support the Grant program when/if necessary.
4. Attend Board meetings.
- B. Handling grant applications
 1. Receive and review all submitted grant applications.
 2. Ensure that all requested information is provided.
 3. Forward application to the Board, protecting confidentiality on all applications. (Names of applicants are to be known only to the Grants lead.)
 4. Advise Board members of approval process:
 - a. How candidate has met/not met the grant requirements.
 - b. Recommendation of Grants Subcommittee Chair for approval/non-approval depending upon review outcome.
 5. Notify winning candidate(s), request check from Treasurer, present check to recipient(s) at a guild meeting or by mail.
 6. Encourage non-recipients to pursue their projects.
- C. Additional Responsibilities when handling Enrichment Grant applications
 1. Preserve applicant's anonymity until selection process is complete. (Board is not to be aware of applicant's name.) Ensure non-winning candidates remain anonymous.
 2. Carry out all communications with the Board.
 3. Make copies of and return all proposals to the applicants. File copies in Grants notebook.
 4. Report results to the winning applicant.
 5. Present check to the winning applicant at the June Membership meeting.

II. Responsibilities of the Board

- A. Receive applications for grants and recommendations from Grants Subcommittee Lead.
- B. Guidelines for the Enrichment Grant Board Review are attached to this document as Appendix D.

III. Applying For Community Outreach and Education Grants

- A. Community Outreach and Education Grant applications are available on the Guild website and attached to this document as Appendix A, Community Outreach Grant Application and Appendix B, Education Grant Application.
- B. Applications should be completed and submitted to the Grants Subcommittee Lead by hand, email, or by US mail.
- C. Grants Subcommittee Lead will review the application and forward it to the Board for their consideration.
- D. Board will consider the application and notify the Grants Subcommittee Lead of their decision within 30 days of receiving the application.

- E. Grants Subcommittee Lead will
 - a. Request a check from the Treasurer, if indicated.
 - b. Notify the applicant of the Board's decision.
 - c. Notify the Program and Workshops Lead of the award (for Education Grants only).

III. Applying For Enrichment Grants

- A. Enrichment Grant applications are available on the Guild website and attached to this document as Appendix C. Note that the application for an Enrichment Grant is very different than the applications for Community Outreach and Education Grants and has a specific deadline.
- B. Applications should be completed and submitted to the Grants Subcommittee Lead by hand, email, or by US mail.
- C. Grants Subcommittee Lead will review the application and forward it to the Board for their consideration.

Appendix A – Hazel Pattison Memorial Grants Program Community Outreach Grant Application

\$25 to \$50

The purpose of this Grant is to provide small financial awards to members, in good standing, who are involved in providing fiber art demonstrations or presentations to the public and receive no financial reimbursement. The intent is to encourage public service activities by defraying the cost of travel and materials. Any activity for which a fee or compensation is received is not eligible.

How does it work?

- The grants will range from \$25 to \$50, with the amount determined individually and based on the project and the amount of funds available in the Grants fund.
- Applications must be signed and submitted to the Grants Chair by mail or hand delivered for review and will be forwarded to the Board who will make a decision within thirty days.
- A limit of \$100 will be granted in one fiscal year (July 1-June 30) for these grants.
- Any member, individuals or small groups, may submit proposals.
- Proposals can be submitted at any time during the guild calendar year and may be retroactive up to one fiscal year. Proposals will be kept confidential.
- The financial needs of the applicants will not be a consideration; however, the amount of available funds in the Guild's grant reserve will be a determining factor.

Community Outreach Grant Application

Name(s) _____

Telephone number _____ Email address _____

Amount Requested: \$ _____

Estimate of actual expenses i.e. mileage, yarn, etc.: \$ _____

Proposed activity, dates, etc. (Please limit to one page.)

I/We am/are a member in good standing

☐ I have been a Guild member for at least one year

☐ I attend Guild and/or study group meetings

☐ I am active in Guild activities such as:

☐ Serving on the board or on a committee

☐ Contributing to Showcase

☐ Helping with Sheep-to-Shawl, the Thurston County Fair, or Show & Sale

☐ I do not owe any library fines

Signature(s) _____ Date _____

Appendix B – Hazel Pattison Memorial Grants Program

EDUCATION GRANT APPLICATION FORM

\$50 to \$300

Date _____

Name(s) _____

Telephone number _____ Email address _____

Amount Requested: \$ _____

Project Proposal: (Please limit to one page.)

- Describe in specific terms what you want to do.
- Give an itemized account of how you would spend the money.
- What is the time-frame in which you want to do accomplish this project?
- How do you anticipate presenting your project to the Guild?
- Any other information you believe is relevant.

I/We are a member in good standing

☐ I have been a Guild member for at least one year

☐ I attend Guild and/or study group meetings

☐ I am active in Guild activities such as:

☐ Serving on a committee or on the Board

☐ Contributing to Show and Share

☐ Helping with Sheep-to-Shawl, or the Thurston County Fair, or Show & Sale

☐ I do not owe any library fines

☐ I understand the Grants Program does fund supplies, but not the purchase of weaving, spinning or other equipment.

☐ I do not wish to have the application materials returned to me.

☐ I do wish to have the application materials returned to me.

Signature(s) _____ Date _____

Appendix C – Hazel Pattison Memorial Grants Fund

Enrichment Grant Application **\$500 to \$1000**

Title Page

Individual

- Name, address, telephone number (include on this page ONLY)
- Add a signature and date under applicant information

Group

- Names, addresses, telephone numbers (include on this page ONLY)
- Add a signature and date under each applicant's information.
- Assign each applicant in the group a number and list beside name on title page.
- Utilize the assigned number to identify any individual information given to the remainder of the application (e.g. how this project will impact your growth as a fiber artist, where you believe your work is headed, etc.)

DO NOT PUT YOUR NAME ON ANY OTHER PAPERS OR MATERIALS

Project Proposal - Limit to 2 pages

1. Proposal description:
 - Describe what you want to do.
 - Describe in specific terms why it is important.
 - Explain how it will contribute to your growth as a fiber artist (if this is a group application, this answer can be bulleted for individual input e.g. "#2__input text__").
 - Indicate how you anticipate presenting your project to the guild.
2. Budget: Include an itemized account of how you would use the grant. (Fees, travel, room and board, equipment rental, supplies, materials, and other). Total \$_____.
3. Time Frame: Please be as specific as possible. If you cannot be specific, please indicate why not.
4. Future Direction: Comment on where you believe your work is headed and how you might develop it in the future.
5. Training and education, related work experience, exhibition and awards as well as photos, travel or other experiences **are not required documentation unless directly applicable to your application.**

6. Photos, if included, should be 4"x6" and be in a clear plastic folder to prevent damage (labeled with applicant's assigned number if group application).

Confidentiality

7. In order to protect the anonymity of applicants, all applications and pictures will be coded prior to being given to the Board.

8. Please label only the title page of your application with your name and address. (Do not label individual pictures, if included, with your name).

9. Include in your end of project notebook how each of the Project Proposals was met/not met (including Budget, Time Frame, Future Direction, etc.)

10. Member in good standing check list:

- Individual applicants check all applicable spaces
- Group applicants insert assigned number in all applicable spaces

I am a member in good standing:

_____ I have been a Guild member for at least one year

_____ I attend Guild and/or study group meetings

_____ I am active in Guild activities such as

_____ Serving on the board or on a committee

_____ Contributing to Showcase

_____ Helping with Sheep-to-Shawl, the Thurston County Fair, or the Show & Sale

_____ I do not owe any library fines.

_____ I understand the Grants Program funds supplies, but does not fund the purchase of weaving, spinning or other equipment.

NOTE:

- **Mail or hand your application to the Grants Lead.**
- **Application deadline is April 1**
- **The Grants Lead will review application(s) and send to the OWG Board to be evaluated.**
- **The Grants Lead's name, address, phone number and email address are listed in the OWG Yearbook.**
- **Recipients of the grant will be responsible for presenting a program or show to the guild within the calendar year of completing their project.**
- **A notebook about the project will be prepared to keep in the library.**
- **The Enrichment Grant will be awarded at the June guild meeting.**

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Appendix D – Hazel Pattison Memorial Grants Program
Guidelines for the Enrichment Grant Board Review

Documents to be submitted to Board for review:

- Overview of Enrichment Grant
- The Enrichment Grant application(s)
- Board Responsibilities guidelines

Responsibilities of the Board

- The candidates shall remain anonymous until the selection is announced. Only one application shall be selected. Any candidate(s) not selected shall remain anonymous.
- A Board member will be selected by the Board to lead the evaluation for the award.
 - Selection of lead evaluator may be extended outside the Board as required.
 - The lead evaluator will interface with the Board as follows:
 - Select the single candidate's application you believe complies most completely with the grant's aims and guidelines.
 - Evaluate the merits of the proposal and the benefits to the Guild.
 - Advise Board members of how the candidate(s) have met/not met the grant requirements.
 - Give recommendation for approval/non-approval depending upon review outcome.
 - The full Board will vote on the award.
- The Lead evaluator will be responsible for writing to all candidates.
 - The letter to the successful applicant(s) should include Congratulations and constructive feedback that may provide guidance to the applicant.
 - The letter to the unsuccessful applicant(s) should include:
 - Constructive feedback that may provide guidance to the applicant.
 - Encouragement to proceed with their projects despite not receiving a grant.
 - Encouragement to apply again.
- Return all documents to the Grants Lead for notification to applicant(s).

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