

## **Northwest Basket Weavers, Vi Phillips Guild**

### **Jean Leik Memorial Kids' Fund**

#### **History**

The Jean Leik Memorial Kids' Fund started with \$783.11 in April, 1994. This money represents one-half the proceeds from the sale of baskets, books, and materials generously donated from the estate of Jean Leik. Jean was an active basket weaver and Guild member who believed in promoting activities for children.

#### **Goals**

Monies are to be used for hands-on educational basketry or fiber-related projects aimed primarily at children. Grants may be used for artists' expenses of not more than \$20.00 per artist per day and/or for reimbursement for project materials actually used based on a "reasonable" rate.

#### **Eligibility**

Only Guild members can make application to this fund. If monies are granted, the artist agrees to acknowledge/promote the Guild at the event.

Cash awards are to be determined by a committee of no fewer than three members, of whom at least one will be a Board director.

#### **Application Procedure**

Application for funding must be done in writing, using the form provided on the Guild website by April 30. Additional information may be requested by the committee. If, after applications are reviewed and initial awards are granted, funds remain, applicants may submit a request at any time of the year. All applicants must fill out the application (available from our Web site) and provide a budget of estimated expenses.

#### **Awards**

Awards to those who apply by April 30 will be announced in the September newsletter, if not earlier. In most cases, monies requested after the April 30 deadline will be considered and awarded in advance of the event for which it is requested. Receipts may be necessary for disbursement of some monies awarded.

The committee can award less than requested. Decisions will be based on a simple majority vote of the three committee members. Special requests or circumstances not covered by these guidelines will be considered by the committee on a case-by-case basis. Send the completed information to the Grant Applications Chairperson, c/o NW Basket Weavers, P.O. Box 75131, Seattle, WA, 98125-013.

The original guidelines were drawn up and respectfully submitted to the board by Kay Harradine and Nancy Bissonnette, 4/19/94. Revisions were made by the Grants Committee and submitted by Karen Brattesani (Grants Committee Liaison to the Board), 1/23/2011.

**Northwest Basket Weavers Vi Phillips Guild  
Jean Leik Memorial Kids' Fund Application  
Due April 30**

*Please provide the following information.*

**Artist/ Applicant Name** \_\_\_\_\_ **Phone - home:** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone – work:** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_ **Phone – cell:** \_\_\_\_\_

**Email address** \_\_\_\_\_

Event Title: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_ Phone \_\_\_\_\_

Brief description of activity. Be specific about children's participation and learning expectations. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Materials needed: \_\_\_\_\_

Preparation required: \_\_\_\_\_

Estimated time on project: \_\_\_\_\_

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Total amount requested: \_\_\_\_\_

Budget for grant proposal (attach budget, if necessary) \_\_\_\_\_

\_\_\_\_\_

List any other compensation or stipend for which you have applied and what it will cover. Indicate if a fee will be charged to the public/participants and how much. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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*Send this completed form by April 30 (or as needed) to the Grant Committee Chairperson, c/o NW Basket Weavers, P.O. Box 75131, Seattle, WA 98125-0131*

## **Northwest Basket Weavers Grant Application**

### **Goals**

To promote the study of basketry and preserve the traditions of basketry. To accomplish these goals the NWB, 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 \$500.

### **Eligibility**

Grants are available to anyone who is a member in good standing of the NWB, Vi Phillips Guild. Only one grant every three years will be awarded to the same individual.

### **Application Procedure**

The application form must be submitted to the committee by April 30. If, after applications are reviewed and initial awards are granted, funds remain for the year, applicants may submit a request at least 45 days before the money is needed. All applicants must fill out the application (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 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 at their quarterly meeting. Grant recipients will be announced in the September newsletter, if not earlier.

### **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. All expenses incurred during the completion of the grant will be substantiated with receipts.

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.

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

**Northwest Basket Weavers Vi Phillips Guild Grant Application  
Due April 30**

1) Please provide the following information to the Grant chairperson and Board of Directors.

Name \_\_\_\_\_ Phone - home: \_\_\_\_\_

Address \_\_\_\_\_ Phone – work: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone – cell: \_\_\_\_\_

Email address \_\_\_\_\_

Number of years involved in basketry \_\_\_\_\_

Areas of experience \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Name of project \_\_\_\_\_

Dates of project \_\_\_\_\_

Sponsor of workshop or conference \_\_\_\_\_

Brief description of grant proposal \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Budget for grant proposal \_\_\_\_\_

\_\_\_\_\_

2) Please append a brief statement covering your goals for this grant. Describe how the grant will benefit the Guild and what kind of presentation you will make at the conclusion of the project.

3) Please check one:

I understand that I may not receive the total grant amount requested and that a Guild grant may not pay for the entire project I have proposed, but any amount will contribute to the progress of this project.

I will only be able to make progress on the proposed project if the entire amount requested is funded.

4) Send this completed form and your goals statement by April 30 to the Grant Committee Chairperson, c/o NW Basket Weavers, P.O. Box 75131, Seattle, WA 98125-0131