

SSQA QUILT DISCOVERY DAY GRANT

Instructions and Sample of Application Form

The group applying for a grant must be located and holding activities in the State of Florida.

The Quilt Discovery Day must be **open for public participation** (i.e. they may bring quilts to be documented).

Documentation forms must be compatible with the Quilt Index. Information collected must be made available for inclusion with other Florida quilt data, at such a time as it can be added to the Quilt Index. SSQA cannot be responsible for the storage of your data.

The committee chair may be contacted with any questions. Please do not contact any of the committee members.

SAMPLE Application Form

Complete this application form and send 6 copies to: SSQA Grants Committee, c/o Chairman, 1234 Street, Town, FL 33333(*use additional paper if needed and include in each copy*)

The awards committee chair will receive the copies and forward them to the committee. Be sure you send six complete copies (one for each committee member). Applications received after March 31st cannot be considered. Be sure to include the Letter of Agreement (one signed copy).

Name of group:

Florida Quilt Lovers, Inc. OR River Bend Quilters Guild etc.

Contact person:

The name of one person who will be responsible for handling ALL correspondence regarding the grant

Mailing address (street, city, zip):

Phone: E-mail:

Be sure the contact information is correct, and update SSQA immediately if there are any changes

Date of Quilt Discovery Day:

actual date event will be held ... sometime between June 30, 2008 and June 30, 2009

Amount requested: Dollars and cents

To cover the cost of: *this is the only thing(s) the grant money will be used for. Be specific. Suggestions (but not limited to): hiring quilt appraiser/ historian; photographer's fees; copies of documentation forms needed; rental fee for location; publicity etc.* If listing costs associated with quilt appraiser/historian, please give the name and credentials (i.e. Betsy Ross, AQS certified). Hiring a professional is not a requirement for Quilt Discovery Days.

Location of event:

Give complete name of facility & address, i.e. Eleanor Burns Elementary School, 123 Fabric Lane, Yourtown, FL 33333

About the sponsoring group

Year founded: *1989*

Number of members: *56*

Does the group has (501 (c) 3) status? State your IRS tax-exemption #
(this status is not a requirement) #XXXXX OR No

Does this group have a FEIN? *State the Federal Employment Identification Number*

Is the group a member of SSQA? *(membership is not a requirement)*
Yes OR No

Is there another group co- hosting this event? (give group's name & tax status): i.e.
Mandarin Historical Society --- 501 (c) 3 # XXXXX

OR Neighbor Area Quilters Guild---no status

What are the sources of funding for this event?

i.e. guild funds OR donations from quilt lovers OR NQA grant

When was a Quilt Discovery Day last held in your area?

i.e. Never OR maybe 1985 OR last week

Has this group ever hosted a Quilt Discovery Day? When?

Yes OR No...date (8/15/85)

List a budget for this Documentation Day, including expenses and donations. *On a separate page, list the items you are providing for the Documentation Day along with their costs or who is donating them.*

Remember to include:

One signed Letter of Agreement

Six complete copies of this application (with any attachments and the budget)