



## Creative Challenge Grants Processing

- I. Grant Goal: To promote weaving and all related fiber arts and to preserve the traditions of these arts.
- II. To accomplish the Grant Goal, ANWG will award grants for activities such as lectures, seminars, workshops, research projects, retreats, etc.
- III. This process is formulated from a foundation of 5.3, a., from the ANWG Standing Rules.
- IV. ANWG Board
  - A. The ANWG Board will make the decisions about grant monies to be awarded.
    1. The main source of grant monies is the ANWG portion of the profits from the biennial conferences. During the pandemic period holding the AMM in a virtual format also offered the opportunity for providing additional grants.
    2. In the event that there is no profit from conferences to distribute, grants will not be offered.
    3. In the event that the conference is unprofitable and the seed monies paid out to fund part of the initial conference expenses are not paid back, no grants will be awarded until the deficit is recovered from another source, either an increase in ANWG dues or future conference profits.
    4. Grants of US\$600 will be awarded.
    5. Grant monies will be used by guilds within an overall timeframe designated by the ANWG Board, for example, the two years between conferences.
  - B. The ANWG Board will oversee the grant process.
  - C. The ANWG Board will determine grant eligibility parameters.
- V. The Grant Committee
  - A. The Education Chair will function as the chair of the Grant Committee
  - B. The Education Chair will appoint the Grant Committee.
  - C. Grant Committee Member qualifications will include experience functioning within the educational programs offered by ANWG.
  - D. The Grant Committee will consist of at least the Chair and three grant Reviewers.
  - E. The Grant Committee will carry out the processes of awarding grants, with oversight from the ANWG Board.
- VI. Eligibility
  - A. Grants are available to any guild or study group within a guild that is a member in good standing with ANWG, which means the guild is current with their annual ANWG dues.
  - B. Grants are to benefit the guild as a whole and are to be used to benefit as many members in the guild as possible.
  - C. Grant funds may also be used to educate the public in the various fiber arts, which in turn brings support and possible new members to the guild.
  - D. Giving all or part of the grant money to individuals to attend workshops or conferences outside of the guild is not allowed; guild scholarships are for this purpose.
  - E. Each guild is allowed one grant per timeframe period.

## VII. Application Process

- A. The Grant Committee will determine the specific timing of the grant application process, as follows:
  1. Application due date.
  2. When the Reviewers will receive the applications.
  3. Plan for enough time for the Reviewers to complete their work.
  4. Add the Deadline Date at the at the bottom of the last page of the Application form.
  5. Add the Timeframe Dates to the Grant Agreement Contract.
- B. Announcements will be made about the availability of the grants on the ANWG website and in the ANWG Newsletter. Include the following information:
  1. The number and the amounts of the grants available.
  2. The timeframes of the grants.
  3. Who is eligible.
  4. The deadline for receiving grant applications.
- C. The form called “ANWG Creative Challenge Grant Application” will be used by guilds requesting grant monies, and will include the following information:
  1. Project or Event Details
    - a) Detailed descriptions to give the reviewers the best idea about the vision for the project or event.
    - b) Grants will be written in the writer’s own words to avoid the risk of plagiarism.
    - c) The Grant Goal will be kept in the forefront as the application is written.
  2. Budget
    - a) The budget will give the estimated income and expenses of the project.
    - b) Guilds are encouraged to include an estimate of in-kind donations related to the project, such as materials or space.
    - c) Guilds are encouraged to consider how the grant money will be used to augment the resources already available within the guild, which, when combined, will create a successful guild activity.
    - d) The budget will be balanced.
- D. Each application will be properly signed by the President of the guild applying or by a person designated by the guild President.
- E. The application will be received electronically by the deadline specified on the application form.
- F. Applications received after the deadline date will not be considered.
- G. The application will be completed as a Word.doc.
- H. The application will be emailed to the Education Chair.

## VIII. Evaluation Process

- A. Grant Reviewers
  1. Three volunteer Reviewers will be recruited, who will read and evaluate the grant applications.
  2. The Reviewers will be chosen at the discretion of the Education Chair.
  3. Reviewers will be members of the Grant Committee.
- B. Applications will be numbered as received.
- C. Names of guilds and guild leaders will be redacted by the Education Chair prior to sending the applications to the Reviewers, in order to have an impartial review process.

- D. The documents called “Grant Ratings Criteria” and “Grant Ratings Worksheet” will be sent to the Reviewers, along with the redacted copies of the applications.
  - E. The Reviewers will document their comments and determinations on the Worksheet - one worksheet for each application.
  - F. If a Reviewer recognizes an applicant, they will work keep an open mind and be objective. If the Reviewer feels they cannot be objective, they may abstain or pass. The abstention will be documented on the worksheet.
  - G. The Worksheets will be sent to the Education Chair, who will collect and tally the results on the “Challenge Grant Tally Spreadsheet.”
  - H. If there is a consensus of results, the Education Chair will notify the Board and the grants will be awarded.
  - I. If there is no consensus of results, the Education Chair will call for a meeting to resolve any discrepancy.
    - 1. This meeting may be via any logical method, such as Zoom or telephone.
    - 2. During this meeting the three reviewers will share their findings and work to come to a consensus of review results.
    - 3. The Education Chair will act as an impartial moderator.
    - 4. If there is no consensus reached during the meeting, the applications in question will be sent to the ANWG President, who will make the final decision.
  - J. Letters will be sent to all the applicants via email by the Education Chair.
    - 1. Add the names of guilds and guild leaders into the letters.
    - 2. For guilds being awarded grants:
      - a) Send the “Results Letter\_Awarded” to these guilds.
      - b) Send the “Grant Agreement Contract” form.
    - 3. For guilds who will not be receiving grants:
      - a) Send the “Results Letter\_Denial” to these guilds.
      - b) Offer feedback to these guilds by compiling the constructive reviewer comments, and add the comments into the letter.
  - K. The guilds receiving grants will assure the guild representative signs the contract and sends it in hard copy via USPS to the ANWG Treasurer.
  - L. The Treasurer will mail the grant monies to the guild representative when the contract, which has been fully and carefully filled out, has been received.
  - M. Grant recipients will be announced on the ANWG website and in the ANWG newsletter.
- IX. Grant Recipient Requirements
- A. The guild event or activity for which the grant is awarded must be completed within the specified grant timeframe.
  - B. If it is not, the guild will return the unused grant money to ANWG.
  - C. The guild recipient of a grant will provide a report within 60 days of completion of the guild activity.
    - 1. Reports will be sent to the Education Chair.
    - 2. Include the story of the activity.
    - 3. Include photos, if possible.
    - 4. The report will be published in the ANWG Newsletter.

- X. Documents and Forms List
  - A. ANWG Grants Processes (this document)
  - B. Application Creative Challenge Grants
  - C. Grant Ratings Criteria
  - D. Grant Tally Spreadsheet
  - E. Results - Awarded Letter
  - F. Grant Agreement Contract
  - G. Results - Denial Letter