



Surface Design Association

Small Event Grants

Overview

The purpose of the Small Event Grant is to support program-related expenses for local and regional SDA member activities. Funds may be used for curated, group, and juried exhibitions of SDA members' works, and for SDA-sponsored lectures, workshops, and local or regional meetings. Only exhibition support requires that all participants be members. Other events such as lectures, meetings and workshops do not have this requirement. Co-sponsored exhibitions are described below. The Grant is awarded in amounts up to \$500 on four occasions during the year.

Eligibility

Only SDA members may apply for a Small Events Grant. SDA Board members and staff may not apply while in office or employed by the organization. Unless the Grantee is an Area Representative, other Grantees, or those to whom grants have been awarded, may not re-apply for a grant in two consecutive calendar years.

Stipulations

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

Small Event Grant funds must be returned if the event is canceled or a portion of the grant money is not spent. The remaining amount must be returned to Finance Director, Surface Design Association, PO Box 360, Sebastopol CA 95473-0360. Profits realized from any event organized by an SDA Area Representative may be deposited in the SDA national bank account held by the SDA Area Representative. Area Representatives may consult the SDA Financial Guidelines for more information on SDA bank accounts.

- All SDA members in the local area should be informed of the event.
- Exhibitions must be open to the public.
- Attendance at lectures or workshops may not require SDA membership. However non-members should pay a higher fee than SDA members, who may pay reduced or no fees.

- SDA membership materials must be prominently displayed and available to the viewing public. All promotional materials must state *Surface Design Association Sponsored Event* and copies of all printed materials should be sent to the Director of Membership.

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. Participants must be members of one of the two sponsoring organizations.

Promotional materials must state the Exhibition Title followed by *Surface Design Association Exhibition* or *An Exhibition of the Area (i.e. state, regional or international zone) Surface Design Association*. Copies of printed materials should be sent to the Director of the Membership.

Small Event Grant Application Submission Guidelines

The amount of funding available for Small Event Grants varies from year to year. To determine if monies are available, please contact the Director of the Membership at membership@surfacedesign.org

Submit an electronic copy of the grant proposal to the Director of Membership and to the SDA Area Representative.

The grant proposal must include the following information. Omitting any of these items may result in your grant being denied.

- Coordinator(s) of the event
- Contact information: name, address, email, phone, fax, website
- Event description, including dates and location
- 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, indicating if partial funding would help
- The payee name and mailing address for the grant check.
- *If the event is canceled, return funds awarded to SDA.*

Submit a final report to the Director of Membership 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
- Detailed financial account of profit/loss. Include invoices, receipts, or copies of cancelled checks for the expenses covered by this grant.

Application Deadlines

- **Submit proposals by:** March 1, June 1, September 1, December 1
- **For approval by:** March 31, June 30, September 30, December 31

Contact Information: Director of Membership at (membership@surfacedesign.org)