



## Personal Development Grant Application Guidelines

### **Availability**

The SDA Personal Development Grant is awarded two times a year in amounts up to \$2000. The amount of funds available varies from year to year. Please contact the Director of Membership ([membership@surfacedesign.org](mailto:membership@surfacedesign.org)) to determine if funds are available.

### **Purpose**

The Personal Development Grant is awarded to SDA members to foster excellence in the field of surface design by supporting creative activities and scholarship. Grants may be used to support studio projects, travel to conduct research, or to assist with essays or other written materials. The grant should clearly explain how the funds will further the grantees artistic growth and development.

### **Eligibility**

Only SDA members may apply. SDA Board members and staff cannot apply while in office or employed by the organization. Grantees may not re-apply for a grant in two consecutive calendar years and may not receive more than two personal development grants.

### **Stipulations**

The Personal Development grant does not fund projects in process or completed, and does not reimburse money already spent on a project. A proposed project that builds upon a completed project may be considered if the applicant can demonstrate how it diverges substantially from the original.

### **Application Process**

To apply for a Personal Development Grant, the applicant must submit a written proposal that includes the following information:

- Contact information with name, address, email, phone, fax, cell phone, and website address, if available
- Applicant Resume
- Project Description
  - Address how the project will contribute to creative, intellectual, and artistic growth and development.
- Timeline
  - Indicate phases of the project development and dates of completion.

- **Itemized Project Budget**  
Include a) estimated costs of the proposed project, b) all relevant budget line items, and c) sources and amounts of additional funding, if applicable.
- **Amount Requested**  
Note full or partial funding (up to \$2000) and expenses to be covered by the grant. Travel funds only cover coach fare and do not support meals, luxury accommodations, travel companions, stipends, or a per diem for recipients.
- **Supporting Materials**  
Include information that will assist understanding the proposed project and how it relates to the applicant's previous work. Materials can include CDs, documentation of visual work, and publications.
- **Return Postage**  
Include a self-addressed envelope with the appropriate postage for return of proposal materials.

### **Writing Style**

Please be specific and describe the project in detail and in language that avoids jargon or overwriting. Budgets must be complete and well organized, and include line items that clearly show how the project is being funded. Poorly written applications will be rejected.

### **Final Report**

Each SDA member who receives a Personal Development grant must submit a final report to the Vice President of Development within one month of completion of the project. If the project extends over one year, six-month progress reports are required and must include all expenses incurred within the six-months and documented by submission of invoices, receipts, or copies of cancelled checks.

### **Deadlines and Contact Information**

Submit proposals by:	For approval by:
March 1	May 1
October 1	December 1

Send proposals to:

*Director of Membership*  
[membership@surfacedesign.org](mailto:membership@surfacedesign.org)