

# Redwood Empire Quilters Guild

## Job Description

Rev. 08/2010

Job Title	Humboldt Area Foundation (HAF)
Voting Board Member	No
Key Responsibilities	<p>The guild maintains a fund at HAF that is used to give annual grants in the textile arts to qualified individuals and programs. There is a well defined process for evaluating and approving grants (see details on following pages).</p> <p>This job is held by 2 guild members and a non guild member from the community who has knowledge of the textile arts. The job is held for 3 years and rotated so that there are never 2 new members at the same time.</p> <p>The primary responsibility is to evaluate grant applications and make recommendations to the board for grant recipients. Also coordinates presentation of funds to recipients at a guild meeting in April and presentation by prior year recipients of completed programs at the June meeting.</p>
Tasks Prior to Guild Meeting	<ul style="list-style-type: none"> <li>• Evaluate grant applications and funds available received from HAF to determine list of potential recipients to present to REQG board.</li> <li>• Work with HAF to receive grant checks to be presented to winners at April guild meeting</li> <li>• Prepare introductions for recipients receiving their award at the April guild meeting and for the prior year presenters at the June build meeting.</li> </ul>
Tasks During Guild Meeting	<ul style="list-style-type: none"> <li>• Announce opening of grant process at the September meeting each year.</li> <li>• Greet recipients at April and June meetings making sure that they have seats and are comfortable. For the June meeting make sure they plates, etc. are available for them. Assist them with any presentation materials.</li> <li>• Introduce recipients at the April meeting and have president hand them their checks.</li> <li>• Introduce recipients at the June meeting and</li> </ul>

	arrange for assistance with any presentation materials.
Newsletter Articles	Articles should be submitted when appropriate announcing opening of grant application process each year, award (check) presentations, listing of grant winners and their projects, and announcement of prior year winners presenting their accomplishments at the June meeting.
Preparation for Board Meeting	<ul style="list-style-type: none"> <li>• For February board meeting prepare handout showing funds available from HAF for this year's grants and a list of potential recipients with the amount of each award recommended.</li> <li>• Read minutes from prior board meeting and be prepared to submit any corrections.</li> <li>• Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.</li> </ul>
Financial Impact – Income	None
Financial Impact – Expense	None
Interfaces with which Other Board Members	<ul style="list-style-type: none"> <li>• Treasurer - Copies of the financial reports from HAF must be kept by both the HAF committee and the Treasurer</li> </ul>
Interfaces with Outside people/companies	<ul style="list-style-type: none"> <li>• Humboldt Area Foundation staff.</li> <li>• 3<sup>rd</sup> member of committee who is from the community and not an REQG member.</li> </ul>
Detailed Instructions	See following pages

# **Guidelines for REQG Humboldt Area Foundation Committee**

## **General Information**

Contact person with Humboldt Area Foundation:  
Heather Hostler, 707-442-2993  
Email: [HeatherH@HAFoundation.org](mailto:HeatherH@HAFoundation.org)

Refer to REQG By-Laws for complete information on the guild rules governing this committee.

Award range \$100-1,000

Two additional forms follow:

The Textile Arts Grant/Fellowship Application Form  
HAF Field of Interest Grant Round Committee Responsibilities

Information about the grant process and applicants is to be kept confidential within the HAF committee and REQG board.

## **Grant Purpose (taken from Grant Application)**

“The purpose of REQG is to promote the appreciation and knowledge of quilts; sponsor and support quilting activities and educational meetings; and encourage making, collecting and conserving quilts. Examples of textile arts include: wearable art, sewing, quilting, knitting, weaving and embroidery.

This Grant/Fellowship is established to encourage interest and activities in the textile arts field by supporting educational opportunities and the cost of supplies. The outreach effect in the field of textile arts is an important consideration for the disbursement of these funds.

Recipients must use the funding within one year of receiving the Grant/Fellowship and present a short report at a REQG meeting at a date to be determined. All unused funds shall be returned to the REQG fund at Humboldt Area Foundation. REQG and HAF shall require an accounting of funds used by the recipient.”

## Calendar

Month	Activity
August, first week	Give HAF any changes we wish to make in the application form. Review HAF mailing/contact list for corrections/deletions/additions.
September	Opening of Field of Interest Grant application filing. HAF will publicize. Announce to guild membership at September meeting and via guild newsletter. Bring blank applications to September guild meeting to make available to members.
November	Closing of grant application process; usually at the first of the month but current application will have exact date.
January	Obtain applications from HAF and receive the amount of grant money available from HAF. Review applications and meet with HAF for the Grant Recipient Selection Meeting.
February	Present recommendations for grants at the guild's board meeting. Prepare written handouts for their review. Board will vote on recommendations.
March	Give list of approved grant recipients to HAF and ask that the checks be given to the guild for presentation to recipients at the April guild meeting. Contact recipients to attend April guild meeting to receive their checks and to make a 2 minute presentation on how the funds will be used. Write recipient introductions for April guild meeting
April	Receive grant recipients and award their checks. Take photos so publicity can submit article to local newspapers (e.g. Times Standard, Arcata Eye, Fortuna Beacon, and North Coast Journal) on grant winners. Submit list of grant recipients to webmaster for inclusion on our website.

May	Contact prior year grant recipients to make a 5 minute presentation at the June guild meeting of their completed projects and how the funds were used. This is a requirement of receiving their funds. Write recipient introductions for June guild meeting. They may bring samples, display pictures, albums, etc., whatever they want to use, to describe their program.
June	Receive grant recipients and assist in any presentation materials that they may bring. Since June is a potluck, ensure that plate, eating utensils, etc are available for them. Introduce each recipient.

Throughout the year, HAF sends us statements of monies that have come in (through memorials for example), our balance in the account, and funds due to them for managing our account with them. (Annual cost is 1.5%) Copies of this correspondence between the guild and HAF are to be forwarded to the Treasurer.

Keep records of year's program in the HAF Committee binder. Update as necessary, so incoming members will be well informed of procedures and previous years' programs.

REDWOOD EMPIRE QUILTERS GUILD  
TEXTILE ARTS  
GRANT/FELLOWSHIP APPLICATION FORM  
(Award range \$100-1,000)

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**Amount requested \$ \_\_\_\_\_ Date \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone: Day \_\_\_\_\_ Evening: \_\_\_\_\_**

**Instructions: Please answer the following questions within a maximum of 3 pages. Number your responses to match the questions. If you would like to include photos or slides of your work, please include a self-addressed, stamped envelope for their return.**

1. For what purpose are you requesting funds?
2. What are the goals and objectives of your project?
3. List the specific items and costs for this project. Indicate which costs you would like covered by this grant.
4. How will this money be used for the project?
5. How will you personally benefit from this grant/fellowship?
6. What is the outreach effect in the field of textile arts?
7. What is your educational background?
8. What is your textile arts background?
9. How did your interest in the textile arts field develop?
10. If an organization is requesting this grant, please give a brief description of your organization and attach a copy of your 501(c)3 federal tax exemption letter (letters do not count toward the 3-page limit).

The original and three (3) copies of this application form and supporting documents must be submitted (postmarked or delivered) to the Redwood Empire Quilters Guild, c/o Humboldt Area Foundation, 373 Indianola Road, Bayside, CA 95524 by November 2, 2009.



## Field of Interest Grant Round

### Committee Membership

#### **Your Time, Your Role, Your Responsibilities**

As a Humboldt Area Foundation Field of Interest Committee Member, you have committed to the following:

1. Read and rate all applications received in the category corresponding to your committee by the date of the scheduled Grant Recipient Selection Meeting
2. Attend the mandatory Grant Recipient Selection Meeting. This will be one meeting, approximately 4 hours in length, to make decisions about which applications should be funded
3. Give feedback on the application and selection process
4. Optional: Return next year to select recipients in a constantly improving process

#### **Reading and Rating Applications**

You will be responsible for reading and rating all applications received by your committee. As a reader, you should take notes preparing you to engage in a discussion about the applications and make informed decisions with your committee. We will provide guidelines to help you evaluate each application.

#### **Required Meeting Attendance**

Grant candidates count on your attending the selection meeting well-prepared, ready to make decisions on their applications. If something comes up, please let Sara Dronkers, the Program Officer, know as soon as possible so that she can make appropriate accommodations.

#### **Guidelines and Forms**

We ask that you accept and agree to follow the HAF Field of Interest guidelines explained herein. In addition, please sign the Confidentiality Statement and Conflict of Interest Statement and mail to HAF or bring to the mandatory committee meeting.

#### **Applications**

You will receive a full set of the applications received by your committee. HAF keeps each original application and you receive a copy. If you misplace your copies, please call for a new set. Please be aware that these applications contain confidential information.

#### **Site Visits**

Your committee will have the option to visit the applicants if two or more of the applications are very competitive and a decision cannot be reached in the selection meeting. If the consensus of the committee is that more information would be beneficial to the decision-making process, HAF will schedule an opportunity for the committee to visit the applicants in question. Following the site visits, another decision-making meeting will be necessary.