**COMMUNITY SERVICE GRANT GUIDELINES – Revised 2014**

**Requirements for Grant Applications:**

* A guild member must generate the proposal for the project
* The project must take place in Central Florida (Brevard, Lake, Orange, Osceola, Polk, Seminole, Volusia counties)
* The project must be quilt or sewing related and benefit women and/or children, however the beneficiary may not be a single individual
* The project must not directly benefit a religious organization although the grantee may be affiliated with such an organization if participation in the organization is not limited to members of a particular faith. The funds cannot contribute to the operating expenses of any organization.
* The maximum amount of money that can be awarded to any single project is $300.00.
* The sponsoring guild member must agree to follow the proposed time line, submit expenses and report back to the guild on the project should be completed within one year of the funding being approved.
* Grants may be awarded for multiple years, but the application must be resubmitted on an annual basis.
* Grant recipients are requested to acknowledge the funding they have received from the guild.
* The grantee cannot be changed after the grant has been approved. If this occurs, all grant money given to the original recipient must be returned to the guild.

**Criteria for Evaluation Grant Applications:**

* Applications will be evaluated by the CSG committee using a 0-3 point scale rating the information contained in the proposal using the following guidelines:
	+ Is the project sewing/quilt related?
	+ How many individuals will benefit from the grant?
	+ How well organized is the benefiting organization?
	+ Will the funding benefit a special project rather than the general operating fund.

**Timeline for Applications, Review and Funding:**

* *Deadlines for applications are: January 15, March 15, June 15 and September 15.*
* Grants will be reviewed by the CSG committee and presented to the board for approval the following month.
* When a grant is approved:
	+ The treasurer will send a check to the sponsoring guild member for one half of the total funding amount.
	+ Receipts for expensed incurred will be noted as back receipts for purchases prior to the grant approval date.
	+ When the total of receipts reached the amount of the first check, the sponsor will be sent a check for the remainder of the funds.
	+ At the completion of the project or within the approved time frame, the sponsor will submit receipts to total the additional money provided.
	+ The sponsoring guild member must return to the guild any money not spent on the project during the time frame.

**Special Considerations**

* If a project is not funded during one funding period, it must be resubmitted during a subsequent period to be reconsidered for funding
* A guild member may submit an unlimited number of proposals. However, only one proposal from any member may be funded per period (year)
* No organization may receive more than grants totaling $300.00 in a year regardless of who is submitting the grant proposal.
* Any CSG Committee member submitting an application must refrain from discussion or voting on any applications received during that time period.

K Foster 5/14