

# Arts & Cultural Council for Greater Rochester 2009 Fiber Arts Program

A program of the Arts & Cultural Council for Greater Rochester, Inc. made possible by the Genesee Valley Quilt Club.  
**COMPLETE GUIDELINES AND APPLICATION FOR 2009**

## ● What is the *Fiber Arts* grant program?

The *Fiber Arts Program* provides financial assistance to individuals for projects that advance and promote the fiber arts. Grants of up to \$500 are available for projects that further the craft and engage the community, with activities taking place in 2010. Eligible activities include creation of new work, as well as teaching and/or documenting the fiber arts. Projects may involve any fiber art, with priority consideration for quilting.

This grant program exists to support professional fees for the artist, along with the cost of materials and supplies. Activities must take place in the ten-county greater Rochester region, including: Cayuga, Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates counties.

This program, administered by the Arts & Cultural Council for Greater Rochester, is funded and supported in partnership with the Genesee Valley Quilt Club, one of the oldest continually meeting quilt clubs in the nation.

## ● When is the Application Deadline?

Applications must be received – not postmarked – in the Arts & Cultural Council office not later than **5 PM on Friday, December 4, 2009**. Early submissions are encouraged. *Applications received after the deadline will not be considered.* Applications **WILL NOT** be accepted late, **incomplete**, faxed, e-mailed, or on disc.

Mail or hand-deliver materials to:

**Arts & Cultural Council for Greater Rochester**  
**Attention: Jennifer Watson**  
**Director of Development and Grant Programs**  
**277 N. Goodman Street**  
**Rochester, NY 14607**

## ● Is there a maximum funding amount?

**YES.** Grants will not exceed \$500. If the cost of your project exceeds that amount, you will need to demonstrate other sources of income.

## ● Who is eligible to apply?

- Artists of all disciplines, whose projects have as their core a focus on furthering the fiber arts, with a special emphasis on quilting.
- Individual artists, 21 years of age or older, who reside in the ten-county greater Rochester region, including: Cayuga, Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates counties.
- Artists who have complied with all reporting requirements of past Arts & Cultural Council grants.

## ● What materials must I submit?

**Please submit 5 collated copies of the following materials:**

Cover sheet  
Application narrative  
Budget  
Artist resume or brief bio  
Optional Supplementary materials, such as:  
    letters of support  
    artistic samples/photographs of previous work

### **How Should I Prepare My Budget?**

Please determine the cost of your artist fee and any materials and supplies that you will need to carry out your project. If your project costs exceed \$500, you will need to include other sources of income. **Equipment should be rented, not purchased.**

### **Sample Budget:**

Expenses:	
Artist Fee	\$ _____
Consumable Art Supplies	\$ _____
<b>(Provide itemized list)</b>	
Other Expenses	\$ _____
<b>(Provide itemized list)</b>	
TOTAL PROJECT COST	\$ _____
Income	\$ _____
<b>(Other than grant)</b>	
Grant Request	\$ _____

**Your budget must be balanced. Expenses must equal income.**

## ● What will the panel consider?

The panel will make funding recommendations based on the following criteria:

- Degree to which project advances and promotes quilting or other fiber arts;
- Quality of engagement with community in artistic creation;
- Quality of proposed plan, demonstrating clarity, purpose, feasibility, and innovation;
- Clearly planned, **itemized** budget.

## ● How will I know if my project is funded?

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The Arts & Cultural Council notifies all applicants by mail regarding the status of their applications. Checks are issued only after receipt of a signed contract.

## ● If I receive a *Fiber Arts Program Grant*, what my responsibilities include?

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### If you receive a grant you will be required to:

- Sign and adhere to the terms of a project contract.
- Credit the Arts & Cultural Council for Greater Rochester and the Genesee Valley Quilt Club for funding on all materials according to language used in the project contract.
- Send copies of promotional and advertising material regarding the project or event to the Arts & Cultural Council at least one month prior to the event
- Provide the Arts & Cultural Council with an advance schedule of funded events 4 to 6 weeks in advance of any funded event.
- File a final report within 30 days of project completion and no later than October 31, 2010
- The Arts & Cultural Council must approve any changes to your project including dates, times, and places where events are to be held. Requests for project changes must be submitted in writing and are subject to Arts Council approval.

## ● How do I fill out the Application Form?

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Only typed or computer printed applications will be accepted. Hand written applications will not be accepted.

To obtain a computer version of this application form for your personal computer, simply download the PDF format online at the Arts & Cultural Council website [www.artsrochester.org](http://www.artsrochester.org). You may also request that Arts & Cultural Council staff e-mail you a version by calling (585) 473-4000, ext. 206.

Use the form provided with these guidelines. Fill in all the blanks. Do not use a font type smaller than 12 pt.

## ● Application checklist

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*Remember to put your name on each page of your application. Label all attachments with your name, address, and phone number. Incomplete or late applications will not be accepted.*

**Complete Application Package Consists of five (5) collated copies of:**

- Cover Sheet**
- Application Narrative (no longer than 1 page)**
- Budget**
- Artist resume or brief bio**
- Optional Supplementary Materials, such as:**
  - **letters of support**
  - **artistic samples/photographs of previous work**

**ALL GRANT APPLICATIONS  
MUST BE RECEIVED BY  
5 PM on  
Friday, December 4, 2009**

**Please call the Arts & Cultural Council at  
(585) 473-4000, ext. 206  
with any questions.**

**[www.artsrochester.org](http://www.artsrochester.org)**