



Clay and Glass Arts Foundation

Guidelines for CGAF Grants and Arts Education Proposals

All proposals should be concise, clearly organized, no more than 1-2 pages in length, plus a 1 page biography or Vita, and should indicate how your proposed project fulfills the CGAF Mission Statement (see brochure). Submit proposals in digital format to: nina@ninakstudio.com

1. Description of project or activity you would like CGAF to fund.

- How do you plan to use clay or glass in your project?
- Who will be the project participants? State their age group and/or community.
- What is the location of the project?
- What are the date(s) and time(s) of the project meeting(s)?
- How does your project satisfy the CGAF mission?
- Will there be a reception or other public event at the project's conclusion?
- What types of publicity do you anticipate for your project?

2. Qualifications: State your qualifications to conduct the project or activity and include a 1 page biography or Vita stating your qualifications.

3. Evaluation: How will you determine the success of the project or activity?

4. Budget: Provide a detailed budget, including the following items.

- Salary
- Materials
- Technical support (e.g. firing fees)
- Administrative costs if necessary (not to exceed 18% of budget)

5. Timeline: Create a timeline for the various phases of your project.

If You Receive Funding:

1. Publicity: You must mention CGAF in all publicity materials such as flyers & postcards.

2. Communication: Keep the CGAF Board informed of the progress of your project and invite them to any public events such as a reception

3. Final Report: At the conclusion of your project, you must write a concise 1-2 page report.

- Review and evaluate your project or activity.
- Include a final budget
- Include photographs in digital format of participants and/or their artwork
- Include copies of any publicity materials generated by your project
- Mail the report within 30 days of project completion.
- Note that final payment of the last \$50 of your grant will be contingent upon CGAF's receipt of your final report.

Submit your Final Report in digital format to: nina@ninakstudio.com