



## Clay and Glass Arts Foundation

### 1. Guidelines for CGAF Workshop or Lecture Proposals

All proposals should be concise, clearly organized, no more than 1-2 pages in length, plus a 1 page biography, and should indicate how your proposed project fulfills the CGAF Mission Statement. Submit workshop proposals in digital format only to: Bill Geisinger (billgeisinger@gmail.com).

#### **A. Description of workshop or lecture you would like CGAF to fund.**

- Who will be the project participants? State their age group and/or community?
- Where is the location of the project? Will the workshop be located?
- What are the date(s) and time(s) of the project meeting(s)?
- How does your project fit within the CGAF mission?
- What types of publicity do you anticipate for your project?

#### **B. Qualifications: State the qualifications and experience of the workshop presenter to conduct the workshop or lecture and include a 1 page biography of the workshop presenter.**

#### **C. Evaluation: How will you determine the success of the project or activity?**

#### **D. 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)

#### **E. Timeline: Create a timeline for the various phases of your project.**

### 2. If You Receive Funding:

#### **A. You must mention CGAF in all publicity materials.**

#### **B. Final Report: At the conclusion of your project, you must write a concise 1 page report.**

- Review and evaluate your project or activity.
- Include a final budget
- Include photographs in digital format of participants, the presenter 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 funds will be contingent upon CGAF's receipt of your final report

**Submit your Final Report in digital format to [nina@ninakstudio.com](mailto:nina@ninakstudio.com)**

#### **CGAF MISSION**

The Clay and Glass Arts Foundation seeks to foster participation in and appreciation of the clay and glass arts. CGAF funds workshops and programs for artists and community members, as well as funding glass and ceramics projects in schools and in the community at large. CGAF is interested in programs, workshops, and art projects that encourage participation by under-represented or under-served populations within our greater community.