



SURFACE DESIGN ASSOCIATION

Educator Grant Guidelines

SDA awards *Educator Grants* amounts up to \$1,000. The available funds may vary from year to year.

APPLICATION

PURPOSE

SDA Educator Grants are awarded to SDA member educators to foster excellence in fields related to fibers and textiles. Grants may be used to support personal activities and scholarship (studio projects, travel to conduct research, to assist with essays and other written materials, etc.) or to facilitate classroom-focused projects inclusive of students (visiting artists, materials or tools, etc.).

ELIGIBILITY

Open to any SDA member who is also an educator. Eligible educators may submit one application per grant cycle. (Not a member? Learn about our [member benefits and how to join](#).) SDA also awards membership through our [Community Support Fund](#) to those facing financial barriers to joining.) SDA Board members and staff cannot apply while in office or employed by the organization. Grantees may *not* re-apply for a grant in two consecutive calendar years and may *not* receive more than a total of two educator grants.

SDA recognizes an Educator to be a knowledgeable instructor in their field, who leads students at a range of levels. This includes, but is not limited to, K-12, homeschool, college, community organizations, craft institutions, visual art organizations, intergenerational learning environments, and unlimited other opportunities an individual has to share skills and knowledge with a student(s).

If you have questions about your eligibility [contact us](#).

STIPULATIONS FOR AWARD

- The award must support future expenses, and *not* serve as a reimbursement for funds already spent

- Funds are available for residencies and workshops if the applicant demonstrates that the request for funds meets the Educator Grant's intention to create or refine new artwork
- Funds must be spent within one calendar year of receipt. Should an extension be required, please contact education@surfacedesign.org

APPLICATION GUIDELINES

These guidelines provide the detailed instructions for each question in the grant application. PLEASE REVIEW CAREFULLY prior to completing your [application](#).

Demographics

- Name: Enter your full name.
- Personal Pronouns: Enter the personal pronouns you prefer to use.
- Teaching Organization and Title: Enter the name of your teaching organization and your title.
- Address: Enter your mailing address.
- Phone: Enter your phone number.
- Email: Enter your email address.
- Website or Portfolio: Enter the URL of your website or portfolio.
- Social Media Handle(s): Enter the handles for your social media accounts.
- Applicant CV: Upload your curriculum vitae (CV).

Project

- Project Title: Enter the title of your project.
- Funding Request Amount (max. \$500): Enter the amount of funding you are requesting. The maximum amount is \$500.
- Medium: Enter the medium of your project. For example, this could be wood, a fabric, yarn, etc.
- Dates: Enter the dates of your project.

Narrative

- Project description: (500 words or less) Write a brief description of your project. This should include the purpose of the project, the goals and objectives, and the target audience.
- Why are you proposing this project? Explain why you are proposing this project. What is the need for this project? What are the benefits of the project?

- What are you proposing to do with this project? Describe the specific activities that will take place as part of your project.
- Is this a new or ongoing project? Is this a new project or is it an ongoing project? If it is an ongoing project, please provide an overview of the project's history.
- Goals and objectives: List the goals and objectives of your project.

Goals: **To do something** Objective: **By doing something**

Example:

Goal: (TO) Increase access to mental health services in underrepresented communities

Objective: (By) Recruit and train an additional 20 therapists within the next 18 months

- Who will operate/oversee the project and who will benefit?
 - Who is your targeted audience? Who is the main group of people who will benefit from your project?
 - Who will facilitate the project? Who will be responsible for carrying out the activities of the project?
 - What is the timeline of the project? I.e. What activities are taking place during the project? (Provide dates).
- Where will the project be conducted? (studio, venue, etc.?)
- How will you implement the project? Describe how you will implement the project. This should include a timeline, a budget, and a list of resources.
- Do you have other partnerships, donors, contributors, or in-kind contributions for this project? If yes, please list them.

Budget

- How much will the project cost? The total cost of your project should be no more than \$500.
- Line Item Budget: This is a detailed breakdown of the costs of your project. It should include all of the expenses that you will incur, such as materials, travel, and labor.
- Budget Narrative: This is a brief explanation of the line item budget. It should explain why each expense is necessary and how it will be used.

Evaluation

- How will the program be evaluated? You will need to describe how you will evaluate the success of your project. This could include things like tracking attendance, collecting feedback, or conducting surveys.

Sustainability

- Will the project be maintained after the project's completion and funds are depleted? You will need to describe how the project will be sustained after the funding runs out. This could include things like finding new sources of funding, developing partnerships, or creating a volunteer program.

Additional Information

- Add Images: You can add up to 5 images to your application. These images should help to illustrate your project and its goals.

Please make sure to follow these instructions carefully when submitting your application. Thank you!

Here are some additional tips for creating a strong budget for your application:

- Be as detailed as possible. The more detailed your budget is, the more credible it will appear to the reviewers.
- Be realistic. Don't overinflate your expenses or underestimate your income.
- Be clear about your goals. What do you hope to achieve with your project? How will you measure your success?
- Be sustainable. How will you ensure that your project can continue after the funding runs out? (if applicable)

FINAL REPORT

Recipients of an Educator Grant must submit a [final report](#) within one month of completion of the project.

DEADLINES AND CONTACT INFORMATION

Submit proposals by: March 1, 2023

Award Notification by: May 1, 2023

Payment dates: 30 days following receipt of grant winner's W-9/W-8 form, as requested in the award notification. If this requirement presents an issue, please contact us at education@surfacedesign.org

For questions, please contact the [SDA Education Committee](#)