Small Event Grant Guidelines

The purpose of the *Small Event Grant* is to support program-related expenses for local and regional SDA member activities. Funds may be used for curated, group and juried exhibitions of SDA members' works and for SDA-sponsored lectures, workshops, and local or regional meetings. Support for exhibitions requires that some participants are current SDA members. Other events such as lectures, meetings and workshops do not have this requirement. Co-sponsored exhibitions are described below. The Grant is awarded in amounts up to $500. The available funds may vary from year to year.

APPLICATION

ELIGIBILITY

Only current SDA members may apply for a *Small Events Grant*. 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 may *not* apply while in office or employed by the organization. Small Event Grant recipients may *not* re-apply for a grant in two consecutive calendar years.

STIPULATIONS

The *Small Event Grant* does not fund completed projects and does not reimburse money already spent on a project. Funds are *not* available for solo exhibitions, or for refreshments and entertainment.

Small Event Grant funds must be returned if the event is canceled or a portion of the grant money is not spent. Please contact awardsadministrator@surfacedesign.org should this occur. Profits realized from any event organized by an SDA Area Representative may be deposited in a special SDA account for regional funds. Contact executivedirector@surfacedesign.org to make arrangements.

ADDITIONAL GUIDELINES FOR ALL EVENTS
- All SDA members in the local area should be informed of the event
- Attendance at lectures or workshops may not require SDA membership
- All promotional materials must state Surface Design Association Sponsored Event

- SDA membership materials should be prominently displayed and available to the viewing public

GUIDELINES SPECIFIC TO EXHIBITIONS
- Coordinating an exhibition with another organization is permitted; however, at least one of the exhibition planners must be an SDA member. Some participants must be members of one of the two sponsoring organizations.
- Promotional materials must state the Exhibition Title, followed by Surface Design Association Exhibition or An Exhibition of the Area (i.e. state, regional or international zone) Surface Design Association.
- Digital copies of printed materials showing compliance with these guidelines should be sent to the Awards Administrator.
- Exhibitions must be open to the public.

APPLICATION PROCESS AND REQUIREMENTS
- View Application

- Application must be submitted by 11:59 pm PT on the deadline date.
- The Committee requires two months for review of applications and notification of awardees.
- Payment will be mailed 30 days after receipt of the applicant's W-9/W-8 form, which will be requested in the award notification. If this requirement presents an issue, please contact us at awardsadministrator@surfacedesign.org
- Be specific and describe the project in detail.
- Budgets must be complete, well-organized and include line items that clearly show how the project is being funded.

FINAL REPORT
Recipients of a *Small Event Grant* must submit a final report to the Awards and Grants Administrator within one month of the close of the event. The final report should include:
- Evaluation of the event
- A copy of the promotional materials
- Number of people who attended, plus new members gained
- Detailed financial account of profit/loss. Include invoices, receipts, or copies of canceled checks for the expenses covered by this grant.
- We encourage submission of photos with your final report to use in SDA communications.

IMAGES AND PRESS
We want to share your experience with other SDA members and images are important for all our member communications. Please take images of your project and send them to the SDA Awards and Grants Administrator with image descriptions. If your project gets regional publicity (and we hope you will send out press releases), please scan and share them in your final report.

Submit online application by: May 1 or December 1, 2023
Notification dates by: July 1, 2023 or by February 1, 2024

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
awardsadministrator@surfacedesign.org

For questions, please contact the Awards and Grants Administrator