

## **GUIDELINES FOR THE GRANTS PROGRAM OF THE ENAMELIST SOCIETY**

The Enamelist Society announces the continuance of its Grants Program for the year 2011. At past Enamelist Society Conferences, those attending have participated in a series of auctions that raised funds for educational and other activities involved in the operation of the Enamelist Society. A portion of these funds is being used to support the program. In 2011, it is estimated that a total of up to \$5000 will be awarded to be divided among worthy applicants. Because of the nature of The Enamelist Society's charter, funds may not be awarded directly to individuals, but rather only to groups such as Guilds, Schools, Art Centers and other organizations that are not commercial in nature. The Society is interested in, but not limited to, educational projects. An Enamelist Society member must be involved in the organization receiving the grant and must be the sponsor of the project; that member will also be the contact person for the duration of the project and will be responsible for completing and returning the evaluation form at the time of the project's completion.

### How to Apply for Funds

The enclosed application is to be completed and submitted to the Education Committee of the Enamelist Society by groups requesting money. Please type or print the information and answer every question. Applications and evaluations are to be sent to: The Enamelist Society, c/o Averill Shepps, 4817 Delbrook Road, Mechanicsburg, PA 17050.

### What We Need to Know

Your application must include a description of the project; what activities will be included in the project; who will participate; where the project will be conducted; and, when will you do the project. We will need the name and contact information for the Enamelist Society member who will be the responsible contact person for the project.

### Deadlines

Applications for projects must be postmarked on or before **January 31, 2011**. They will be reviewed by Education Committee members and you will be contacted as more detailed information is needed. The Education Committee will take the applications to the Enamelist Society Board who will give final approval. This process should take 3-4 months so projects should not be scheduled that start before April 1, 2011 but the project must be completed within one year of that date.

### Evaluation

You will be asked to provide a written evaluation at the end of the project funding period.

### Committee Contact Person

If you have any questions, contact Averill Shepps at 717-761-3883 or email [aveshepps@verizon.net](mailto:aveshepps@verizon.net).

GRANTS PROGRAM OF THE ENAMELIST SOCIETY

APPLICATION FORM - 2011

**PLEASE READ ALL GUIDELINES BEFORE FILLING OUT THE APPLICATION**

PROJECT TITLE \_\_\_\_\_ AMOUNT REQUESTED \_\_\_\_\_

REQUESTING GROUP \_\_\_\_\_

Address \_\_\_\_\_

CONTACT PERSON:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

PROJECT DESCRIPTION (May be expanded on a separate page):

Describe the project, its purpose and the need being addressed by the project \_\_\_\_\_

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Describe the activities to be conducted under the project \_\_\_\_\_

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How many will be served by the project \_\_\_\_\_

PORPOSED BUDGET:

Expenses:

Supplies/materials \$ \_\_\_\_\_

Printing/mailing \_\_\_\_\_

Speakers/teachers \_\_\_\_\_

Travel/mileage \_\_\_\_\_

Equipment \_\_\_\_\_

Other (Explain) \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

Income:

Enamelist Society \$ \_\_\_\_\_

Fees for service \_\_\_\_\_

Donations \_\_\_\_\_

Other (Explain) \_\_\_\_\_

TOTAL INCOME \$ \_\_\_\_\_

ADDITIONAL INFORMATION MAY BE PRESENTED ON A SEPARATE PAGE.

RETURN THIS FORM TO: The Enamelist Society, c/o Averill Shepps, 4817 Delbrook Road, Mechanicsburg, PA 17050