



AMERICAN QUILT STUDY GROUP

American Quilt Study Group Endowment Fund Grant Guidelines

Due Date: May 1

AQSG Mission Statement: The American Quilt Study Group welcomes a diverse global community of learners and researchers, fosters excellence in interdisciplinary quilt-related scholarship, and elevates quilts as a creative medium of the past and present.

AQSG Vision: We envision a world where quilts are recognized and cherished as vital expressions of culture, creativity, and art—and where quilt scholarship expands knowledge and deepens our shared understanding of quilts and their makers.

AQSG Endowment Fund grant purpose: The AQSG Endowment Fund Grant was established in 2007 to support Education and Outreach projects in quilt-related studies compatible with the AQSG Mission and Vision Statements.

Successful grants range from \$500.00 to \$5,000.00. The grants are intended to support exhibits or projects for the general public that have measurable outcomes and the potential to increase the audience for quilt studies. The Endowment Grant does not support staff salaries but could support interns or advisory positions required for the project. Long term, ongoing projects involving digitization of museum collections and development of quilt repository databases are not currently being considered.

Applications are evaluated on the following components by a review panel:

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| • Compatibility with AQSG Mission and Vision | 30 points |
| • Impact of Project on Quilt-Related Studies | 30 points |
| • Measurable Outcomes related to Education & Outreach | 20 points |
| • Project Feasibility within the Funding Cycle | 20 points |

AQSG Endowment Fund Grant Timeline:

May 1 Applications due by **11:59 pm Central Time** via AQSG online portal

May 10	Review process begins
June 15	Review process completed
July 1	Review committee notifies AQSG office with results
July 15	Grant awards announced
August 1	Grant awards disbursement begins (see details below)
February 1	Interim grant report to be submitted to the AQSG office*

*Final report to be submitted to the AQSG office within 30 days of project completion

Award disbursement:

- Eighty percent of the award will be sent to grant recipients on August 1, pending receipt of completed grant contract.
- Dispersed funds cannot be used for expenses occurring before July 15 of the award calendar year or after July 14 of the following year. If unforeseen circumstances prevent completion within this time frame, recipient must promptly notify the AQSG office.
- The remaining 20% of the award will be sent to the grant recipient following receipt of the final report and accounting of the funds spent (including copies of receipts).

AQSG Endowment Fund Grant Application Package:

1) **Cover Page:** No more than one (1) page in length and must include the following:

- Name of individual or organization applying for the grant
- Contact information including mailing address, phone and email
- Project title
- 100-word description/abstract
- Grant request amount
- Project start date
- Project end date

2) **Essay (limited to 5 pages of text):**

1. Project description: (30 pts)
 - a. Describe in detail how the proposed project is compatible with the Mission and Vision of AQSG.
 - b. Demonstrate how it provides Education and Outreach to the general public.
2. Project Impact: (30 pts)
 - a. Discuss the desired impact of this project on quilt-related studies, specifically on the intended audience.
3. Measurable project outcomes: (20 pts)

- a. Detail the ways in which this project's impact can be measured, noting both Education and Outreach as central components of the AQSG Endowment Fund Grant.
4. Project Feasibility: (20 pts)
 - a. Timeline – consider the AQSG Funding Cycle – how does this project's start and end dates fit within the funding timeline?
 - b. Funds requested – Consider the \$500.00 to \$5,000.00 range of this grant. How does this project's budget fit within the funds available?
5. Project Costs:
 - a. Provide a total project budget with estimated expenses and support (use budget spreadsheet provided).
 - i. List types of costs to be incurred and estimated totals for each category
 - ii. List other sources of financial support received or applied for regarding this project (and funding decisions, if possible).
 - iii. Please include any income or in-kind donations that offset project expenses, if applicable.
6. Applicant Qualifications:
 - a. Discuss why the applicant/organization is a good candidate for this funding source.
 - b. Note the qualifications/experience/innovations that will enable the applicant to complete the project.
 - c. Include any relevant previous similar achievements that illustrate ability to complete the project.

3) Line-item budget spreadsheet using the form provided

4) **IRS determination letter** if applying as a tax exempt 501(c)(3) organization

5) **Resume or curriculum vitae**

6) **Two (2) letters of reference** from people who are familiar with the applicant's qualifications. Letters should indicate the relationship to the applicant and statements as to the ability of the applicant to complete the proposed project.

7) **Letters of support** from cooperating institutions and/or individuals, if appropriate

8) **AQSG Endowment Fund Grant Agreement**, completed and signed

Complete application packages must be submitted through the AQSG online portal NO LATER THAN 11:59pm Central Time on May 1.

Incomplete applications will not be considered, and applications sent by posted mail or fax will NOT be accepted.

Application checklist

- Cover page
- Essay
- Line-item budget spreadsheet
- Resume or curriculum vitae
- Two (2) letters of reference
- Additional letters of support if appropriate
- IRS determination letter for tax exempt 501(c)(3) organizations
- Signed AQSG Endowment Fund Grant Agreement

Questions may be directed to the American Quilt Study Group office.

Phone: (402) 477-1181

Email: aqsg2@americanquiltstudygroup.org

Related documents that may be found on the AQSG web site:

- 1) Line-item budget form
- 2) AQSG Endowment Fund Grant Agreement
- 3) AQSG Endowment Fund Grant, Sample Final Report



AMERICAN QUILT STUDY GROUP

AQSG Endowment Fund Grant Agreement

As an applicant, I agree to the following terms and conditions outlined in this document.

1. All information submitted in the proposal is true and accurate, and was generated by a human being (in accordance with the AQSG AI policy – (link to AI policy)).
2. I/we will acknowledge AQSG as a funding sponsor in all material (printed, verbal, electronic, or other) using the following language:
 - a. *Support for [this project] was made possible through an Endowment Grant from the American Quilt Study Group (AQSG). Any findings, interpretations, or conclusions expressed are those of the grant recipient(s) and do not necessarily represent the views of AQSG. For more information about AQSG, go to:*
<https://www.americanquiltstudygroup.org>
3. If the project is not completed as proposed within the approved timeframe, all monies will be returned to the AQSG Endowment Fund. Exceptions may be granted only in rare circumstances.
4. A “Final Grant Report” will be submitted within 30 days of the project’s completion, including a statement of funds spent and copies of receipts.

Signature _____

Date _____

AQSG Endowment Fund Grant

Final Report Guidelines

1. Describe the project's success in providing education and outreach to the general public
2. What was your project's impact on quilt-related studies and your intended audience?
3. How many individuals did your project reach? What other impact did your project have on quilt-related studies, outreach and education, either intended or unintended?