



Craft Education Program Enhancement Grant Information

Background and Purpose

The League of NH Craftsmen promotes arts and crafts in the state by providing opportunities for craft education and exhibit programs. The purpose of Craft Education Program Enhancement Grants is to provide supplementary financial assistance to locally raised funds to initiate, improve, or extend craft education programs. Requests for funding up to fifty percent of the total cost of the project will be considered.

The application process is competitive and seeks to discover unique opportunities that may be replicated in other communities. To conserve community resources, the League encourages cooperation and collaboration between local craft councils, community groups and craft guilds.

Eligibility for Funding

Any organization engaged in conducting craft-related education activities may apply for a Craft Education Program Enhancement Grant. Such organizations may include local craft councils, craft guilds, and community-based nonprofit arts organizations.

Examples of Eligible Projects:

- Advanced level instruction in craft technique or craft business management
- Craftsperson-in-Residence
- One-time grant for local craft education programs in start-up
- One-time grant for local craft education staff
- Cooperative programming with other community organizations, craft guilds, and/or arts organizations
- Programs focusing on new technology
- One-time visiting speaker (historian, appreciator, craft master, teacher, etc.)
- Fees for craftsperson (may include teaching support, travel, and related costs)
- Purchase, rental, or repair of craft education-related equipment
- Capital improvements of facilities used for craft related education activities

Examples of Ineligible Projects:

- Basic real estate and building maintenance costs
- Awards, gallery openings, or receptions for events
- Commercial ventures
- Last year's program

**49 South Main Street, Suite 100, Concord, NH 03301 • Telephone: 603.224.3375 • Fax: 603.225.8452
E-Mail: nhleague@nhcrafts.org • Website: www.nhcrafts.org**

Application Deadline

Applications sent via certified mail must be postmarked on or before January 31. Hand delivered applications must be in the League Office before 4 p.m. January 31. Awards will be mailed March 15.

Award of Grants

The League will contract with local craft councils, craft guilds, and community-based arts organizations to implement the Craft Education Program Enhancement Project. Grant funds may be matched via co-sponsored programs such as: Adult Education Centers, Local Museums, Cultural Centers, Area Arts Councils, or School Departments.

Funding Notice Requirements

All publicity and promotional materials related to League funded programs are required to use the following notice: "This program has been funded in part by the League of NH Craftsmen, Inc."

Unexpended Funds

At the end of the grant period unexpended League-granted funds or funds spent on a non-related purpose must be returned to the League. If an organization fails to comply, the League will not consider another grant request for five years.

Final Report

At the conclusion of the project, the organization shall submit a Final Report containing:

- the completed "Project Evaluation Report Form"
- a brief narrative summary of activities
- a Financial Report
- copies of written materials, photographs, promotions, advertisements, and all support materials

The LNHC will not consider another request for five years from organizations who fail to comply.

How to Apply for Funds

Application forms for Craft Education Program Enhancement Grants are available from the League of NH Craftsmen (telephone 603-224-3375, fax 603-225-8452, email nhleague@nhcrafts.org). Complete the application form and either hand deliver to the League Office or send by certified mail to:

Craft Education Program Enhancement Grants
League of NH Craftsmen
49 South Main Street, Suite 100
Concord, NH 03301

APPLICATION FORM
Craft Education Program Enhancement Grant

Please type or print legibly.

Date: _____

Name and address of your organization:

Local Craft Education Coordinator:
Address, Phone Numbers, Fax, Email address:

Project Coordinator:
Address, Phone Numbers, Fax, Email address:

Project Title:

Total Project Budget:
Amount requested:

Date Project will begin:

Date Project will end:

Please briefly describe your project:

Program Narrative:

A. Using separate sheets of paper please include the following components:

- 1) A detailed description of the project
- 2) The mission of your education program
- 3) This year's goals for your education program
- 4) The ways in which this project will meet or exceed this year's goals
- 5) A description of expected collaboration with other community organizations, including the name of other organizations
- 6) A description of project evaluation, including description of method of evaluating students.
- 7) The list of names and phone numbers of everyone involved in the project, including positions and involvement
- 8) A description of fund raising efforts
- 9) The names, addresses, and business affiliations of all members of your governing board

B. Successful applicants will also meet the following requirements:

- 1) Compliance with all deadlines
- 2) Complete submission including all support documentation
- 3) Applications legibly written, typed or created using a word processor
- 4) Demonstration of a well thought out project plan and a method for evaluation

C. Applications from community-based arts organizations must include a 501(c)(3) Determination Letter.

Proposed Project Budget

This must be included with Craft Education Program Enhancement Grant Application. A printout of a computer generated spreadsheet using a similar format is acceptable.

Round to the nearest whole dollar.

Revenues	Dollars	Dollar Value of In-Kind Contributions
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
League Grant	_____	_____
Your Organization's Contribution	_____	_____
Total Revenue	\$ _____	\$ _____
Expenses		
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
Craft Materials or Supplies	_____	_____
Advertising/Promotion	_____	_____
Printing Costs	_____	_____
Space Rental/Janitorial	_____	_____
Equipment Rental	_____	_____
Utilities Cost	_____	_____
Other (Specify) _____	_____	_____
Total Costs	\$ _____	\$ _____

***Please attach a current Budget Sheet and a Revenue/Expense Statement from your organization.
Applications will not be processed without a Budget Sheet and a Revenue/Expense Statement.***

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**Project Evaluation Report
Craft Education Program Enhancement Grant**

Within thirty days after the Project End Date (the date you specified on your application), mail this Project Evaluation Report to:

Craft Education Program Enhancement Grant
League of NH Craftsmen
49 South Main Street, Suite 100, Concord, NH 03301

Please type or print legibly. Add additional pages as necessary.

Date: _____

Name and address of your organization:

**Local Craft Education Coordinator:
Address, Phone Numbers, Fax, email address:**

**Project Coordinator:
Address, Phone Numbers, Fax, email address:**

**Project Title:
Please briefly describe your project:**

A. Program Evaluation

In your Program Evaluation, please include the following components:

- 1) Number of students involved in the project
 - a) Number of adults
 - b) Number of children
- 2) Method of evaluating students
- 3) Description of ways in which this project helped your organization meet this year's goals for education
 - a) Significant challenges to completing the project
 - b) Significant accomplishments of the project

B. Attachments

Please attach the following items to your Final Evaluation Report:

- 1) Copies of written student evaluation forms, any written news reports, articles, promotional visual materials
- 2) Materials used in advertising this program
- 3) Copies of "before" and "after" photographs in the event the project involved capital improvements or the purchase of equipment
- 4) Detailed financial statement of actual revenues and expenses for this project