

American Society of Botanical Artists
Artist Development and Educational Grant
Application Guidelines

The purpose of the ASBA Artist and Educational Grant program is to help promote the goals of the organization as described in its mission statement:

“The ASBA is a nonprofit organization dedicated to promoting botanical art and to encouraging further development and appreciation of this continuing artistic tradition.”

The ASBA offers the following three grants:

\$3,000 Anne Ophelia Dowden Award
Up to two \$1,000 Awards

The recipient of the \$3000 grant will be required to present a final report in the form of a brief presentation at the Annual Meeting. Other recipients may submit a final report in the form of a written document to the Artist and Education Grant Committee or may choose to present a brief presentation at the Annual Meeting. A stipend to help with travel to attend the Annual Meeting is available to each recipient.

The available pool of monies may vary from year to year and the ASBA Board of Directors will determine the actual amount. Applications should be sent to the Chair of the Artist and Education Grant Committee who will distribute them to members of the committee for review. They will examine the proposals and choose the recipients.

All current ASBA members may apply for grant funds. Previous grant recipients must wait two years to reapply, e.g. if you receive funding in 2007, you may not apply again until 2009.

Proposals most likely to receive serious consideration by the ASBA Artist and Education Grant Committee should include:

- Goals and/or objectives related to the observation and scientifically accurate portrayal of plants.
- A focus on specific techniques for portraying plants, botanical art history or appreciation.
- Educational materials developed in conjunction with the activity be accessible to the public for the benefit and promotion of botanical art.
- Goals or objectives related to the personal development of an artist through education and/or improved skills that include aspects to be shared with others.

A specific **budget** for the proposal or project must be presented. Please indicate how the grant funds will be used. Will there be income other than ASBA Grant? We encourage in-kind donations. Funds can only be used for items specific to the project. A budget form is attached.

If appropriate, the ASBA slide program may be used in conjunction with the activity. The rental fee of \$25.00 will be waived. A request to use the slide program should be included in the application.

Acknowledgements of ASBA's sponsorship must appear in conjunction with or in close proximity to the title of the program or activity.

Successful applicants must submit to the Chair of the Artist and Education Grant Committee a report (including a budgetary accounting) describing and evaluating the activity. If an exhibition of participant work or a review in the media appears after the conclusion of the activity, this information should be included in the report or forwarded to the Chair of the Artist and Education Grant Committee as soon as possible.

Should the program or activity not take place due to unforeseen circumstances, applicants will be required to inform the Chair of the Artist and Education Grant Committee as soon as possible. Subsequently, it will be determined if rescheduling is feasible, or if not, what portion of the money awarded needs to be returned to the ASBA.

Applicants must ensure that materials and/or procedures used in educational activities are handled and /or followed properly and meet applicable health and safety standards. When sponsoring field trips or working with hazardous materials, it is advisable that applicants design, obtain and retain for their files liability release forms signed by each participant, or when appropriate, a parent or legal guardian. When working with minors, a medical consent form (signed by participants' parents or legal guardians) should also be secured.

Applications or proposals should be sent to the address printed below and should be postmarked by August 1st. Winners will be notified at or following the current year's annual meeting, with funds released at that time. The grant project must be completed one year from that date.

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ASBA
Application Form for Artist and Education Grants

Read the accompanying guidelines carefully before filling out this form. Please type applications. Please adapt answers to reflect the type of activity that is proposed. Applications must be postmarked by August 1, 2008.

1) Applicant Information

Applicant's name: _____

Applicant's address: _____

Telephone: _____ E-mail: _____

2) Grant Activity Description & Details

Date/Timeframe: _____

Location: _____

Description: (Please provide detailed description as attachment to application form.)

Goals of Activity: (Please attach separately).

Request for ASBA slide presentation (circle one) Yes No

Personal training or development needed: _____

Intended audience: _____

Activity instructor, facilitator or coordinator (Please attach resume(s) or short bio(s):

Plans to publicize activity or program
(Please attach copies of existing publicity materials, if available):

Plans to ensure the activity or program are available to the general public:

(2)

3) Artists development proposals need to include paper copies of your art work.

4) Budget Detail (see form)

**ASBA Artist and Education Grant Application
Proposed Budget**

Expenses

Amount

Facility fees

\$ _____

Publicity

Materials and supplies

Postage

Printing

Telephone

Training

Travel

Other

TOTAL:

\$ _____

Income

Fees

Donations

Grant money

Other

TOTAL

\$ _____

Please list any in-kind donations.

Upon completion of project please use same format to record your final expenditures and income.