

Information for Applicants

Please note that unless otherwise directed, “contact the Scholarship Committee” means to send an email to scholarship@weaversguildofrochester.org or if you do not have email send your request/reply to Scholarship Committee, WGR, Inc., P.O. Box 616, East Rochester, NY 14445

Scholarships from the Weavers Guild of Rochester provide financial incentive to individuals or groups who wish to enhance their lives with study and creative expression in the fiber arts through learning that will enrich the knowledge base of the fiber arts community. Awards may be applied to course fees and related expenses in a range of learning venues, as well as materials required to undertake individually-designed projects. Travel expenses, food, and lodging will not be covered by the award. In making its awards, the Scholarship Committee will consider the overall merit of the proposal and the applicant’s commitment to the interests of the craft.

The Guild offers scholarships from two sources: the Margaret Carr Fund and the Horace Lethbridge Fund. Carr scholarships are for members only and recipients are required to share the knowledge gained from their study. Lethbridge scholarships do not have these restrictions. The maximum amount awarded per application is \$550.

Procedures

If the application is approved, the recipient will receive a **Letter of Agreement** with the Guild. If the applicant has offered an email address, the **Letter of Agreement** will be sent via email and must be signed and returned via postal mail or emailed to the Scholarship Committee at scholarship@weaversguildofrochester.org. If no email address has been given, the applicant will receive duplicate copies of the **Letter of Agreement**, one of which should be mailed back to the Scholarship Committee. **Scholarship funds will not be awarded until a signed Letter of Agreement is received by the Committee.**

Application deadlines are March 1, June 1 and November 1. Completed Application Forms must be postmarked emailed to scholarship@weaversguildofrochester.org on or before the deadline date. The Scholarship Committee will respond to applications within 30 days following the deadlines. Applicants should keep a copy of the completed **Scholarship Application Form** and supporting documents for their records.

This document is your reference to the procedures and conditions of the Guild in granting Scholarship funds. When you sign your application and your **Letter of Agreement**, you are acknowledging that you have read and understand the information set forth in this document and that you agree to the conditions for accepting the funds.

Preparing the Application

Fill out the **Scholarship Application Form**:

If no email address is listed and the application materials are sent in the mail, **a self-addressed, stamped envelope must be included with application materials.**

The following two documents, *Personal Statement and Proposal* and *Budget* should be attached to the application.

1. Preparing the *Personal Statement and Proposal* document

The learning experience put forth in your proposal may include a class or series of classes at the Weaving and Fiber Arts Center of the Weavers Guild of Rochester, classes taught at local community colleges, adult education courses, museum classes, classes offered by fiber businesses such as a local yarn shop or chain hobby shop, online classes, courses at fiber arts conventions or conferences, fiber-focused retreats, workshops offered by the Weavers Guild of Rochester or at fiber festivals such as the Finger Lakes Fiber Festival or the New York Sheep and Wool Festival (in Rhinebeck, NY), or Convergence and other workshops and classes.

A proposal may be a single class, a series of classes, a workshop or conference or any combination of these, providing they advance you toward a single goal such as learning a new skill or increasing your knowledge in an area of current interest.

Individuals with no previous background in the fiber arts may apply for grants. Your **Personal Statement and Proposal** should discuss your background and describe the life experiences that have led to your interest in the fiber arts.

Unique projects may be considered. For example, awards have been given to support field work or exhibitions which are required for the awarding of degrees or certificates.

If you have any other ideas in mind, contact the Committee.

Exact dates, descriptions, and instructor names for a single class or all classes in a series of classes must be included. If these are not available at the time of the application, contact the instructor or institution for projected dates or, if that's not possible, extrapolate based on how the series has been scheduled in the past. For instance, if Beginning Basket Weaving is usually taught every fall, with Intermediate and Advanced classes following in winter and spring respectively, state this in your application.

Scholarships are for educational purposes only. Therefore, for conference attendance, applicants must specify the particular class(es) or event(s) for which they are applying. Without a specific goal, scholarships cannot be granted.

2. Preparing the Budget document

Travel expenses, food and lodging will not be covered by the award. However, in order to evaluate the merits of your proposal, the committee needs to see a **complete list of expenses** including travel, meals, registration fees, tuition, optional supplies, materials fees, etc. even if you are not asking support for the item. Indicate in your budget document those items for which you are seeking support and the total amount that you are seeking. The maximum that can be awarded is \$550.

Your budget must be complete and itemized. Because conference fees may be inclusive, you must itemize these as to registration fees, meals, workshop tuition, entrance fees to events etc. Contact the conference organizer and request a breakdown.

The application must give the specific amounts for each item for which support is being sought. You must list the specific course, equipment, and supplies required when possible and the cost of each. If you do not have this information, you should contact the instructor or registrar to determine costs. If this is not possible, state this in your application and give **estimates based on previous offerings** of the same class.

The Budget must include any additional funding that you have applied for and received.

Additional Information

The Committee may consider reimbursement for pre-paid expenditures.

In some instances, a class of interest may be advertised and completed between Scholarship deadlines making it impossible to submit an application to cover the cost. To be considered for reimbursement, prepare a complete application and in the **Personal Statement and Proposal** explain the circumstances leading to your inability to apply for a grant before the class.

For other situations, please submit an application for our consideration. However, payment made prior to the **previous** Scholarship deadline will not be considered. *For example, if the payment was made in April, the Scholarship Application must be submitted by the June 1 deadline.*

Procedures for Cancellations and Changes in approved proposals

If the canceled class is the only class for which you have requested funds, then the funds must be returned to the Guild. If all of the funds have been returned due to the cancellation of your class, you will not have to wait two years to apply again but may apply at the next application deadline.

Modification of an approved proposal may be considered by the Committee. You may submit a revised proposal to the committee explaining the change and how this will benefit the outcome of the proposal. If the committee approves the change, you may make the substitution. No additional funds can be given should the change increase the expenses. If the committee does not approve, you may complete the work as proposed or you may be required to return a portion of the scholarship as determined by the Committee.

If for any reason, you are unable to undertake the proposed study, the funds must be returned to the Guild.

Eligibility for Future Scholarship Assistance

You may submit your new application no sooner than 24 months following the deadline for your previous successful application. For example, if you were awarded a scholarship after the March 1, 2013 deadline, you cannot be considered for another scholarship until March 1, 2015.

Reporting Responsibilities

WGR is a registered not-for-profit organization and is required to maintain records of income and expenditures. Therefore, we require written confirmation and RECEIPTS from recipients. Alternatives to a receipt are listed below.

When you receive your **Letter of Acceptance**, a completion date is indicated based on your Proposal. Within 30 days of this completion date, all scholarship recipients are required to send a letter to the Scholarship Committee. Include the following items.

- a) A statement that you have completed a specific class or portion of the proposal on a specific date; and
- b) Some form of receipt(s) demonstrating how the award was used. This can be a printout of the email notifying you of your acceptance into a class, a receipt written by you and signed by your instructor, or your nametag from a conference along with a website or brochure listing the costs of your registration, or receipts from vendors for supplies or equipment, etc. As you can see, there are many of ways to demonstrate how your scholarship funds were spent.

FAILURE TO PROVIDE THE ABOVE ITEMS DISQUALIFIES YOU FROM RECEIVING FURTHER WGR SCHOLARSHIPS

If the completion of the Proposal takes longer than the originally stated completion date, you are required to file a status report by the original completion date. In a one page letter, describe the amount of work completed. Give a new proposed completion date.

If the proposal as written takes longer than one year to complete, a status report should be filed on the one year anniversary date of the award. That means that if the grant was approved June of 2015 the report should be submitted to the Committee for the June 1, 2016 Scholarship deadline. It should be a one page summary of your progress.

Any articles or publicity regarding your proposal must credit the Weavers' Guild of Rochester Scholarship in the following manner:

This project has been supported by The Weavers' Guild of Rochester Margaret Carr Scholarship Fund or

This project has been supported by The Weavers' Guild of Rochester Lethbridge Scholarship Fund.

Sharing your new knowledge

We encourage recipients to share with the Guild the experiences which were supported by the grant. This is not a requirement of the Horace Lethbridge Fund but is a requirement of the Margaret Carr Fund. If you indicate that you are not willing to share, the award will come from the Lethbridge Fund. Choosing this option will not affect the amount of an award; however, there are many ways to share what you learn without speaking to a crowd or writing for publication. If you would like to propose your own alternative, simply email the Scholarship Committee or detail this information in your application.

Suggested ways of sharing include:*

writing for the Guild news letter

speaking at a Guild program

giving an informal talk at WaFAC

offering a class at WaFAC or elsewhere

creating a notebook for the Guild library ,including photos, samples, descriptions, etc.

offering a display at a Guild meeting

offering a demonstration at a Guild meeting

offering an exhibit or demonstration in a public place, such a library, school, Art Walk,
or the Finger Lakes Fiber Festival in Hemlock

starting a Guild study group

***Do not share proprietary or copyrighted information without permission of the presenter/instructor/author.**

Upon completion of your sharing, notify the Scholarship committee in writing or by email that you have done this so that we may add the information to your file.

Assistance in Application Preparation

Samples of **Personal Statement and Proposal** and **Budget** documents are available on line at <http://www.weaversguildofrochester.org/scholarships.php>. If, after reading this document, you would like further help, you may contact the Scholarship Committee at scholarship@weaversguildofrochester.org

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