ICG Costuming Arts and Sciences Fund

Grant Application

6 February 2014

Instructions

Please provide all the information requested, and edit the document header to provide a title for your grant application and the submission date.

A panel will evaluate your grant application based solely on the information that you supply. Feel free to use additional space for your responses, and to provide any supporting materials. This application is confidential. Its contents will not be disclosed by the ICG Grant Committee or by the panel that evaluates it except that awarded grants will be announced per §2.4.7 of the Fund Governing Document.

The application will be evaluated objectively on its own merits, and not in relation to any other past or pending applications. The evaluation will not discriminate based on factors including but not limited to: race, national origin, religion, gender, sexual orientation, gender identity, age, and disability.

The evaluation process takes into account (1) the quality of the proposed project or activities, (2) its impact on the intended audience, (3) the qualifications of the applicants, (4) whether the deliverables and benefits can be adequately measured, and (5) the likelihood that the project or activities will substantially achieve its objectives within the stated time period.

All those named in this application must be members in good standing of the ICG and agree to remain members throughout the term of the grant. An individual may have only one active grant at a time. A new grant involving any individual can only be awarded after the current grant involving that individual has completed.

Submit your application by sending this original document file or a PDF rendition to 'icg-grants@costume.org' with the subject line 'Grant application. Your submission will be acknowledged within 72 hours. If you do not receive an acknowledgement within that time, you may send a follow-up message stating when the original message was sent and asking for confirmation.

If a grant is awarded, we will notify you of the amount, reporting requirements, and restrictions or limitations.. Awardees must submit a completed U.S. IRS Form W-9.

1. Applicants
List the applicant(s) for this grant. Include all those who will work on the project.

Name: ....

Address: ....

City: .... State: ....

Country: .... Postal code: ....

Email:... Telephone: ....

Primary chapter: .... Membership expires:..........................

Do you have a current ICG grant?   Yes No Grant completion: ....

Name: ....

Address: ....

City: .... State: ....

Country: .... Postal code: ....

Email:... Telephone: ....

Primary chapter: .... Membership expires:..........................

Do you have a current ICG grant?   Yes No Grant completion: ....

Name: ....

Address: ....

City: .... State: ....

Country: .... Postal code: ....

Email:... Telephone: ....

Primary chapter: .... Membership expires:..........................

Do you have a current ICG grant?   Yes No Grant completion: ....

2. Description of Project or Activities

Provide a detailed description for the project or activities that this grant will help fund. Be sure to identify how it reasonably relates to the goal of the Fund to, "promote the art and science of costuming, either in a specific locale or the community as a whole."

3. Benefit to Intended Audience

Describe whom the project or activities will benefit, and the specific benefits and deliverables it will provide to its intended audience.

4. Qualifications and Contributions of Applicants

Describe the qualifications and contributions of each of the applicant(s) to the project or activities that this grant will help fund. Be sure to identify and describe special qualifications of any of the applicants on which successful completion critically depends. Also indicate whether the applicants will play a significantly unequal role.

5. Duration and Milestones

Provide a schedule for the project or activities that this grant will help fund, including expected start and end dates, and a list of identifiable milestones that can be used to measure its progress.

6. Budget

Provide a budget for the project or activities that this grant will help fund, showing the estimated cost, the amount or range of amounts for the grant you are requesting, and additional sources of funding that you will rely on. If you specify a range of amounts, please show how you will complete the project or activities if your award is at the lower and upper end of the range. Specifying a range gives the evaluation panel more flexibility in considering grant awards.

7. Results

In assessing the results of your project or activities, it is important to consider how to measure success. Describe the expected results and impact of the project or activities that this grant will help fund. How will those results be assessed, and how can their impact be measured?

8. Reporting

You will be responsible for making periodic progress reports and a final report on the project or activities. Please describe how you will report on progress, how frequently progress reports will be made, and what will be included in the final report when the project or activities is completed.

9. Additional Information

Please include any additional information that the Fund may have requested in connection with this application, or any additional information you would like the evaluation panel to consider in evaluating this application.