



ICG Costuming Arts and Sciences Fund

Governing Document

6 February 2014

Introduction

This document governs how grants are awarded from the International Costumers' Guild (ICG) Costuming Arts and Sciences Fund, (the "Fund"), how donations are accepted, and the role of the Fund Administration Committee (the "Committee") and the Grant Evaluation Panels (the "Panels") under ICG Standing Rule 31 (SR 31). This Document fulfills the requirements of SR 31(A).

1. Tax Exempt Status for Grants

Grants from the Fund are meant to be tax exempt to the fullest extent of U.S. law. To accomplish this, the Committee shall submit this Document together with the text of SR 31 to the U.S. Internal Revenue Service (IRS) for approval, using Form 8940. Approval of the Fund ensures that grants from the fund are tax-free to recipients.

According to the IRS webpage "[Advanced Approval of Grant-Making Procedures](#)," the ICG must demonstrate in its request for advance approval that:

- Its procedure awards grants on an objective and non-discriminatory basis;
- The procedure is reasonably calculated to result in performance by grantees of the activities that the grants are intended to finance; and
- The foundation will supervise grants to determine whether grantees have fulfilled the grant terms.

No single procedure or set of procedures is required. Approval is based on an evaluation of a foundation's entire system of standards, procedures, and follow-up.

2. Grant Procedures and Criteria

Grants shall be made from the Fund using the following procedures and criteria.

2.1. Eligible applicants

Grant applicants must be members in good standing of the ICG. If the application is from a group, each applicant must be a member in good standing. ICG membership is reasonably related to the purposes of the Fund as stated in SR 31, and the pool of

ICG members is large enough to constitute a charitable class. Applicants must agree to remain members in good standing throughout the term of the Grant.

2.2. Application for grants

A grant application in a format specified by the Committee shall be submitted to the Committee by email at icg-grants@costume.org as a proposal that includes:

1. The name(s) of the applicant(s) who are applying for the grant , an affirmation of ICG membership in good standing, and an affirmation of any current ICG grant or grants awarded to any applicants.
2. A description of the project, including but not limited to, a demonstration of how the project 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. Whom the project will benefit and the specific benefits and deliverables the project will provide to its intended audience.
4. The qualifications of the applicant(s) for the proposed project.
5. The expected duration of the project and identifiable milestones.
6. A project budget showing the estimated cost of the project, the range of the grant requested, other funding sources and when those funds will be available.
7. How the results of the project will be assessed and how the impact of the project will be measured.
8. How progress on the project will be reported, how frequently progress reports will be made, and what will be included in the final report at the end of the project.
9. Such other information as the Committee shall specify.

A grant application may be for a new project or for a follow-on project to one previously awarded a grant that has successfully completed or will complete before a new grant is awarded.

An individual may not participate in more than one grant application at a time.

An applicant may withdraw an application before any decision is made on it by so notifying the Committee in writing.

2.3. Evaluation of grant applications

The Committee shall refer grant applications to a Panel as described in SR-31(B). Members of the Panel should be reasonably qualified to evaluate the applications, and must not be in a position to receive private benefit, directly or indirectly, if certain potential grantees are selected over others. As stated in SR-31(B), grant applications are confidential except as described in 2.4.7, and their contents shall not be disclosed by the Committee or by the Panel that evaluates them.

2.3.1. The Panel shall periodically evaluate applications referred to it and make a decision about whether a grant will be awarded based on the applications, the range of funds requested, and any specific conditions or limitations on the Grants.

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

2.3.3. The Panel shall take into account (1) the quality of the project, (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 will substantially achieve its objectives within the stated time period.

2.3.4. If a Panel member considers him/herself unable to evaluate an application in an objective or non-discriminatory manner, or due to a possible conflict of interest, the Panel member shall inform the Committee. The Committee shall then assign another Panel member from among the pool appointed by the ICG President, or ask the President to appoint another Panel member to the pool if there are none available.

2.4. Awarding grants

There is no limit on the total number of grant awards made in a given year. However, the amount available in the Fund and the number of grants that the Committee can oversee are factors a Panel may consider.

2.4.1. An individual may have only one active grant at a time. Any new grant involving an individual can only be awarded after the current grant involving that individual has completed.

2.4.2. To the extent possible as dictated by funds available, the amount of the grant award should be within the range requested by the applicant(s) to ensure that the project can be completed within the stated time period. If sufficient money is not available in the Fund, the Panel may hold an application after evaluation or defer evaluation until sufficient money is available in the Fund. An award cannot deplete the Fund completely or commit money that is not currently in the Fund.

2.4.3. If the Panel decides to award a grant, it shall notify the Committee of its decision, together with the amount to be awarded, a summary of its grant evaluation, reporting requirements, and a statement of any restrictions or limitations. Unless specifically approved by the Committee, no grant shall be made for a period exceeding one year.

2.4.4. Per SR-31(A), the Committee shall review the award only to ensure that it complies with this Document. If the Committee determines that the proposed award does not do so, it shall inform the Panel of specific issues. Once those are addressed, the Panel may resubmit the award to the Committee.

2.4.5. Once the Committee has determined that the award complies with this Document, it shall notify the awardee in writing and communicate any restrictions or limitations, and request the Treasurer to pay the amount of the grant on the schedule specified by the Panel. The Committee shall also ensure that documents for grants actually awarded are permanently archived by the ICG.

2.4.6. Before funds are disbursed, each awardee shall provide the Treasurer with a completed IRS [Form W-9](#). The Treasurer shall report the amount awarded to each recipient as required by applicable U.S. laws. Unless specified otherwise in the grant application, each recipient is deemed to have received equal shares of the grant. Awardees outside the U.S. are responsible for reporting the amount received according to their national and local laws.

2.4.7. The Committee shall announce the award including (1) a summary of the project, (2) the name of the awardees, and (3) the amount of the grant. This announcement may appear in ICG on-line forums and other social media, in relevant ICG publications, on the ICG website, and/or as a press release.

2.5. Oversight of grants

2.5.1. Awardees shall make progress reports and a final report to the Committee as specified by the Panel following its review of proposed reporting procedures in the grant proposal, which may differ from those proposed. The Committee shall ensure that reports are received and are satisfactory.

2.5.2. Awardees are also responsible for notifying the Committee of any significant changes to the project including project participants, project milestones, deliverables, or schedules. The Committee shall determine whether changes to the project no longer serve the purpose of the original proposal or the purpose of the Fund. The Committee may ask a Panel to advise it on these questions.

2.5.3. If reports are not timely received or not acceptable, or if changes to the project, milestones, or deliverables no longer serve the original purpose of the project or the Fund, the Committee may at its discretion revoke the grant and request a return of all or part of the funds awarded. The Committee may at its discretion reject future grant applications from an applicant if a grant awarded to the applicant has required significant remedial action or been revoked.

2.5.4. The Committee shall ensure that all records of the grant during its lifetime are permanently archived by the ICG.

3. Contribution to the Fund

As stated in SR-31(C), the Fund is maintained through multiple sources. The Committee is responsible for making policies on solicitations of and acceptance of contributions, and the role of contributors in determining the use of contributions.

3.1. Sources of contributions

The Fund accepts contributions from the following sources.

3.1.1. Allocations from ICG general funds

The ICG Board through allocation of general funds from time to time to the Fund.

3.1.2. Contributions from individuals

Individual contributions to the ICG designated for the Fund. A PayPal button on the ICG website also provides this option.

3.1.3. Contributions from ICG chapters

ICG chapters may direct contributions to the Fund rather than direct grants. This eliminates them having to evaluate and administer their own grants. Awards by the Fund will also be tax-free to recipients once the IRS approval is received

3.1.4. Contributions from arts foundations and other foundations who award grants through their own programs.

The ICG can apply for these grants to fund its own grant program, where the ICG provides its expertise in evaluating and overseeing costuming-related proposals.

3.1.5. Contributions from business corporations and similar organizations.

Corporations who make donations to non-profits whose purpose relates to their business interests.

3.2. Recognition of contributors

The Committee shall publicly recognize contributors to the Fund upon request. The committee may also consider a request to associate a contributor with a grant made possible by a significant one-time or on-going contribution. The Committee may also establish donor levels or categories for the purpose of recognizing contributors.

3.3. Preferences or restrictions on the use of contributions

The Committee may consider preferences or restrictions on the use of a significant one-time or on-going contribution to make grants for a particular kind of project or area of costuming. At the Committee's discretion, Panels may be told about the availability of funds for a preferred or restricted purpose. In no case shall a contribution be preferred or restricted to an individual or a small class of applicants.

3.4. Acceptance of contributions

The Committee may determine whether to accept a contribution to the Fund. Factors include the source of the contribution, the purpose of the contribution, and any recognition or restriction requirements associated with the contribution. If a contribution is not accepted, the Treasurer shall communicate the reason to the contributor.