Surface Design Association
Small Event Grants

The purpose of the *Small Event Grant* is to support program-related expenses for local and regional SDA member activities. Funds may be used for curated, group and juried exhibitions of SDA members' works and for SDA-sponsored lectures, workshops, and local or regional meetings. Support for exhibitions is predicated on participants being SDA members. Other events such as lectures, meetings and workshops do not have this requirement. Co-sponsored exhibitions are described below. The Grant is awarded in amounts up to $500.

ELIGIBILITY
Only SDA members may apply for a *Small Events Grant*. SDA Board members and staff may not apply while in office or employed by the organization. Unless the Grantee is an Area Representative, other Grantees, or those to whom grants have been awarded, may not re-apply for a grant in two consecutive calendar years.

STIPULATIONS
The *Small Event Grant* does not fund projects in process or completed, and does not reimburse money already spent on a project. Funds are not available in general for solo exhibitions and specifically, for refreshments and entertainment.

Small Event Grant funds must be returned if the event is canceled or a portion of the grant money is not spent. The remaining amount must be returned to Finance Manager, Surface Design Association, P.O. Box 4044, Las Vegas, NM 87701. Profits realized from any event organized by a SDA Area Representative may be deposited in a special SDA account for regional funds. Contact Finance Manager – administration@surfacedesign.org – to make arrangements.

ADDITIONAL GUIDELINES:
- All SDA members in the local area should be informed of the event.
- Exhibitions must be open to the public.
- Attendance at lectures or workshops may not require SDA membership.
- SDA membership materials should be prominently displayed and available to the viewing public. All promotional materials must state *Surface Design Association Sponsored Event.*

GUIDELINES SPECIFIC TO EXHIBITIONS
- Coordinating an exhibition with another organization is permitted; however, at least one of the exhibition planners must be an SDA member. Participants must be members of one of the two sponsoring organizations.
- Promotional materials must state the Exhibition Title, followed by Surface Design Association Exhibition or An Exhibition of the Area (i.e. state, regional or international zone) Surface Design Association.
- Copies of printed materials should be sent to the Awards Administrator.

SMALL EVENT GRANT APPLICATION SUBMISSION GUIDELINES
The amount of funding available for *Small Event Grants* varies from year to year.

Submit either a digital copy of the grant proposal to the Awards Administrator. Questions should be addressed to the administrator at awardsadministrator@surfacedesign.org

Grant proposals must include the following information:
- Coordinator(s) of the event;
- Contact information: name, address, email, phone, fax, website;
- Event description, including dates and location;
- Exhibition or other entry fees, if applicable;
- Anticipated attendance;
- Itemized event budget, including estimated revenues and expenses;
- In-kind funding or additional funding resources, if applicable;
- Amount requested (up to $500) from SDA, indicating if partial funding would help; and
- The payee name and mailing address for the grant check. If the event is canceled, funds awarded must be returned to SDA.

Submit a final report to the Awards Administrator within one month following the close of the event. The report should include:
- Evaluation of the event;
- Number of people who attended, plus new members gained; and
- Detailed financial account of profit/loss. Include invoices, receipts, or copies of cancelled checks for the expenses covered by this grant.

APPLICATION DEADLINES
Submit proposals by: March 1, June 1, September 1, November 1
For approval by: March 31, June 30, September 30, November 30
Payment dates: 30 days following receipt of award winner's W-9 form, as requested in Small Event Grant approval notification.