

12. Committee - Mini-Grant Program

POLICY

The Mini-Grant Program supports AQG Chapter community service projects with small cash grants. It is available to Chapters in good standing – those current with all reporting required by AQG, financial and otherwise.

Timeline: August to November

Software: Word, Excel

PROCEDURE

Program Guidelines:

- Grants will be for no more than \$400.00 per chapter
- The grant year will start with the mini-grant application on October 31 and end with the spending report (and receipts) on August 31 of the following year.
- Grants will support an AQG Chapter's QUILTING OR SEWING COMMUNITY SERVICE PROJECTS ONLY.
- Grants are intended to help cover the cost of quilting or sewing supplies or other materials utilized in the EXECUTION OF COMMUNITY SERVICE PROJECTS.
- Grants may not be regranted to another organization: chapters may not donate funds as a gift to another organization.
- Grant funds may not be used to directly benefit any chapter or it's members.
- There will be one round of funding each year
- Chapters are eligible to apply once a year.
- Chapters must use grants within the grant year.
- The Chapter must demonstrate a "match" in project ("match may include labor, materials and/or funds) and report the "match" on the spending report.
- Any amount of the mini-grant not matched and reported will need to be returned to AQG.
- AQG prefers that chapters support recognized charities – those organizations that have a 501(c)(3) designation by the Internal Revenue Service
- AQG requires summary (spending and giving) report from grantee Chapters. This report is part of the "good standing" definition.
- The AQG board will evaluate the mini-grant program on an annual basis. There is no representation or guarantee that the mini-grant program will continue from year to year.

Chapter Applicant Guidelines:

- A chapter completes an application. Find the Application on the AQG website.
- AQG must receive applications by October 31 of any grant year. Applications that arrive after October 31 will be AUTOMATICALLY DISQUALIFIED FROM CONSIDERATION.

- Prior to and during the November Board meeting, the mini-grant coordinator will do the following:
 - Determine that the applying chapter is in good standing by reviewing mini-grant history, conferring with the AQQ treasurer and/or other AQQ officers.
 - Review each application for completeness, accuracy, and match to the grant program guidelines; specifically, that funds WILL SUPPORT QUILTING OR SEWING COMMUNITY SERVICE PROJECTS.
 - Recommend acceptable applications to the full Board for approval.
 - Issue approval/denial letters to chapters and submit a check request for approved grants following the November Board meeting.
 - Provide information to AQQ Treasurer to Issue checks to chapters by mid-November
- From mid-November until the end of August of the following year, chapters should execute their community service plan by spending the mini-grant funds and matching the mini-grant contributions by members, including labor and donated materials. SAVE RECEIPTS.
- Chapters will send report on use of grant funds to AQQ by August 31 of the following year.
- The mini-grant coordinator will compile an annual report on the mini-grant program for publication in October or November Chatter and on the AQQ website.
- The AQQ Board will consider a budget allocation to continue the mini-grant program for the next year at the following June board meeting.