Objective

The Australian Lace Guild provides grants to groups for the promotion of lace and lacemaking throughout Australia, particularly for those members disadvantaged by distance and small group size.
Grants are available for workshops and special projects (including library acquisitions).

Fee Guidance

The NAC recommends:

* Minimum tutor fee $300 per teaching day (5 hours of teaching per day).
* Minimum student fee ALG members $60 per day
* Non-ALG members $75 per day

Groups should apply for a grant for what they need and provide details of how they arrived at this figure. This should be outlined in the budget section of the application form. Depending on the funds available, and the number of grant requests for the year, the amount requested may not be paid in full.

Conditions

1. Preference will be given to regional groups. Distance from major cities will be taken into account. Grants to State Branches may also be considered.
2. Preference may be given to groups who have never received a Grant or it is quite some time since they received a Grant.
3. The applicant must state the reason(s) for seeking the Grant in their application.
4. Grant applications to be considered at the May NAC meeting for the year 1st May to 30th April. A Grant will lapse if it is not used within this period, unless prior consent has been received from the NAC.
5. All Grant applications will be considered on the merits of the proposal and at the discretion of the NAC.
6. All Grant applicants must send a copy of the completed application form to their ALG State Branch Committee for their information and dissemination if required.
7. Grant recipients must submit a Grant Report to the Grants Coordinator of the NAC within one month of completion of the activity. This is the responsibility of the person who submitted the application.
8. If a Grant is approved, the Grant will not be paid until after the Grant Report is received. Failure to submit a Grant Report will result in the Grant not being paid.
9. An article, along with photographs, that is suitable for publication in *Australian Lace* must also be submitted with the Grant Report.

Lodgement

Grant applications should be sent to: Margaret Abbey PSM

 Email: grants@australianlaceguild.com.au

Closing Date: 31st March

**Workshop grant:** Apply using page 1and 2. Use page 5 to report on the workshop.

**Special project grant:** Apply using page 3 and 4. Use page 5 to report on the special project.

PAGE 1: GRANT APPLICATION – WORKSHOP

|  |  |
| --- | --- |
| Name of branch or group |  |
| Contact person Name |  |
|  Address |  |
|  Telephone Number |  |
|  E-mail |  |
| Number in your group or branch |  |
| Number of ALG members |  |
| Workshop title |  |
| Workshop date(s) |  |
| Tutor’s name |  |
| Reason why grant is being requested |
|  |
|  |
|  |
|  |
|  |
| Description of workshop: |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

PAGE 2: GRANT APPLICATION – WORKSHOP cont.

**Workshop Finances**

|  |  |
| --- | --- |
| **Income** | **Budget** |
| a. | Number of Australian Lace Guild students |  |
| b. | Charge for each member for workshop |  |
| c. | a. times b.= contribution from ALG members |  |
| d. | Contribution from non-members |  |
| e. | Contribution from branch or group funds |  |
| f. | Contributions from other sources |  |
| g | **Total Income: c. plus d. plus e. plus f.** |  |

|  |  |
| --- | --- |
| **Expenses** | **Budget** |
| h. | Venue |  |
| i. | Tutor’s fee |  |
| j. | Tutor’s travel |  |
| k. | Tutor’s accommodation |  |
| l. | Other (please specify) |  |
| m. | Total Expenses: h. plus i. plus j. plus k. plus l. |  |

|  |  |
| --- | --- |
| **Net Gain or Shortfall** | **Budget** |
| n. | g. (total income) less m. (total expenses) |  |

|  |  |
| --- | --- |
| **Grant request** |  |
| o. | Amount requested | $ |

Has a copy of this form been sent to your ALG State Branch Committee?

 YES NO

Page 3: GRANT APPLICATION – SPECIAL PROJECT

|  |  |
| --- | --- |
| Name of branch or group |  |
| Contact person Name |  |
|  Address |  |
|  Telephone Number |  |
|  E-mail |  |
| Title of Special Project  |  |
| Planned completion date |  |
| Number in your group or branch |  |
| Number of ALG members |  |
| Reason why grant is being requested |
|  |
|  |
|  |
|  |
|  |
| Description of Special Project |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |

**Page 4: GRANT APPLICATION – SPECIAL PROJECT cont.**

**Special Project Finances**

|  |  |
| --- | --- |
| **Income** | **Budget** |
| a. | Contribution from branch or group funds |  |
| b. | Contributions from other sources |  |
| c. | **Total Income: a. plus b. .** |  |

|  |  |
| --- | --- |
| **Expenses** | **Budget** |
| d. | Please specify all separate expenses and add additional lines if necessary |  |
| e. |  |  |
| f. |  |  |
| g. | **Total Expenses: d. plus e. plus f.**  |  |

|  |  |
| --- | --- |
| **Net Gain or Shortfall** | **Budget** |
| h. | c. (total income) less g. (total expenses) |  |

|  |  |
| --- | --- |
| **Grant request** |  |
| i. | Amount requested | $ |

Has a copy of this form been sent to your ALG State Branch Committee?

 YES NO

Page 5: GRANT report

|  |  |
| --- | --- |
| Name of branch or group |  |
| Contact person: Name |  |
|  Address |  |
|  Telephone Number |  |
|  E-mail |  |
| Workshop or Project title |  |
| Workshop tutor |  |
| Workshop date(s) or Project completion date |  |
| Final Budget for workshop or Project |  |

Report

Please attach or email a detailed report. Also attach the separate article for Australian Lace. Where any photos include workshop or project participants, please also include the names of people photographed and confirmation that their permission to publish the photos has been obtained.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

For payment of grant please provide bank account details:

Account name: …………………………………………………………………………………………

BSB: ……………………………………………….

Account number: …………………………………

Forward completed report to: Margaret Abbey PSM

 Email: grants@australianlaceguild.com.au