

Galway Public Library

Policy for the "Arts & Literary Grant, Funded by the *Story Quilt* Book"

Mission Statement

The "Arts & Literary Grant, Funded by the *Story Quilt* Book" will support arts and literary programs and projects of the Galway Public Library not otherwise included in the library's operating budget."

Guidelines

- "Arts" and "Literary" will be considered in their broadest terms.
- Eligible artists, emerging or established, must exhibit a high degree of skill in their respective creative fields.
- The programs and projects supported by the "Arts & Literary Grant, Funded by the *Story Quilt* Book" will be held at the Galway Public Library or at locations within the Galway Central School District.
- Selections ~~made by the evaluation committee~~ will reflect the intent to include many artists and a variety of programs while being responsive to community interests and encouraging greater community involvement with the library.
- The amount of each award should reflect the intention that the "Arts & Literary Grant, Funded by the *Story Quilt* Book" remain viable over many years.
- Program and project ideas may be suggested by the library staff or by artists interested in presenting programs for the library.

Process for Artists to Apply and Funding to be Granted

- Application will include:
 - Artist contact information
 - Request that applicant provide a brief summary of his/her experience, either professional or personal, as it relates to this application, with inclusion of artist's resume if possible
 - The project or program description
 - An explanation of how the project or program will benefit the Galway Public Library community
 - The amount of funds being requested, a program budget, and if applicant has additional sources of funding for the project
 - Proposed location of the project or program
 - Request that applicant be prepared to produce a sample of his/her work or give further details of project if needed
 - Notice that those awarded grants will be required to sign a Cultural Services Agreement contract, and to submit a Final Report Form within 30 days of completion of the grant program/project
 - Notice that final selection of the projects and programs will be made by Board of Trustees of the Galway Public Library

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- Applications will be available at the library and online at its website
- Applications will be considered on a rolling basis
- A quorum of the selection committee will consider projects and programs, and determine the recipients to be recommended to the Board for funding
- Application will include contact information on the bottom of form

Who and How Many Will Sit on Selection Committee

- The board of the Galway Public Library will appoint the committee
- The selection committee shall be comprised of no fewer than 5 nor more than 7 members
- Composition of committee: Library Director, not more than one library board member, additional interested residents of the Galway Central School District

The following documents also constitute part of this Policy of the "Arts & Literary Grant, Funded by the *Story Quilt Book*":

- Application for "Arts & Literary Grant, Funded by the *Story Quilt Book*"
- Letter to Artist approving funding
- Cultural Services Agreement
- Final Report

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I certify that our Board of Trustees adopted the above at a meeting held on November 4, 2009. Revised December 20, 2023.

_____ *November 4, 2009*

Arlene RhodesCate La Barre, Board President

Galway Public Library

Application for "Arts & Literary Grant, Funded by the Story Quilt Book"

Name:

Date:

Address:

Telephone:

E-mail:

Web address (if applicable):

Please summarize any relevant artistic or literary experience (professional or personal). Attach resume if available.

Proposed location of project (must be within Galway Central School District, such as Library, Town Hall, Park, School, etc.)

Target audience (adult, teen, children) & anticipated size of group to be served. For children's programs, list age range.

How will this project benefit the community which is served by the Galway Public Library?

Amount of funds requested:

Also attach proposed budget, including artist's fees, materials, travel expenses, etc.

Are there additional sources of funding for this project? If so, please list.

In addition to completing this form, please attach a detailed description of the program or project. Include a breakdown with the proposed length & type of each component (performance, workshop, reading, etc.) How many sessions are planned? How long will each be? Describe what will take place at each event. If a series is planned, describe how each session will build upon previous ones.

As part of the application process, you may be required to provide a sample of your work or give more detailed information to the selection committee. Any publicity must include notice that the project or program is made possible by the "Arts & Literary Grant, Funded by the Story Quilt Book." *Those awarded grants will be required to sign a Cultural Services Agreement contract, and to submit a Final Report Form.* Final selection of projects and programs will be made by the Board of Trustees of the Galway Public Library. Please visit galwaypubliclibrary.org for more information about the Story Quilt project and the book which funds this grant. If you have further questions, please contact the Library Director at (518) 882-6385.

The completed application should be submitted at the library or mailed to:

Galway Public Library
PO Box 207
Galway, NY 12074

Letter to Artist approving funding

Date

Address

Dear

The Galway Public Library is pleased to inform you that your application for the "Arts & Literary Grant, Funded by the *Story Quilt* Book" has been approved for funding. We look forward to your presentation of your project/program:

Please read and sign the enclosed Cultural Services Agreement and return it to the Library Director at your earliest convenience so that we may schedule your event and provide for the disbursement of the grant.

Sincerely,

Library Director

(11/4/09)

Galway Public Library
"Arts & Literary Grant, Funded by the *Story Quilt* Book"
CULTURAL SERVICES AGREEMENT

This contract is entered into between the Galway Public Library ("GPL") and _____ ("the Artist").
By signing below, the Artist agrees, during the term of this Agreement, dated _____, to perform a project & fulfill the activities as outlined in his/her application for the "Arts & Literary Grant, Funded by the *Story Quilt* Book."

The Galway Public Library will disburse grant funds only after all parties have signed this grant agreement. Disbursement schedule:

Materials fees: \$ _____ for materials needed in order carry out the grant project, to be paid to the Artist after receipts are submitted to the Library Director. In some cases, upon the request of the artist, the Library Director *may* order and purchase the requested materials to be used, with the understanding that the materials are owned by the library and any unused portion of the materials would be retained by the library.

Artist's fee: \$ _____ upon completion of project session(s) and submission of the Final Report.

Upon request of the artist, 50% of the artist's fee *may* be disbursed after completion of 50% of the workshop/project sessions and the submission of an informal report on the work completed to date.

The Director of the GPL & the Artist agree to work together to schedule the Artist's project in a timely manner.

Any major changes to the Artist's proposal as set forth in the grant application shall be submitted to the Director of the GPL for approval prior to the scheduled event(s).

All publicity, by the Artist or the GPL, must include notice that the project or program is made possible by the "Arts & Literary Grant, Funded by the *Story Quilt* Book."

The Artist is required to submit a Final Report Form to the Director of the GPL within 30 days of completion of the grant program/project.

Failure of the Artist to comply with the terms of this Agreement shall be grounds for: termination of current contract; suspension of funds; and rejection of future applications by the Artist to the "Arts & Literary Grant, Funded by the *Story Quilt* Book. "

Director, Galway Public Library

Date

(11/4/09)

Artist

Galway Public Library

Date

(11/4/09)

Galway Public Library
Final Report "Arts & Literary Grant, Funded by the *Story Quilt* Book"

Please return within 30 days of completion of your grant project/program to
Galway Public Library, P. O. Box 207, Galway NY 12074

Artist Name:
Address:

Date:

E-Mail:

Phone:

Please give a brief description (or title) of your "Arts & Literary Grant, Funded by the Story Quilt Book," project/program.

Did you change your project/program as outlined in your application? If so, please explain the changes.

Please describe the community you targeted with your project/program and the nature of your interaction with them. What were the reactions to your project/program? Include specific comments from participants if you wish.

Did the project meet your expectations as outlined in your application? Were there any unexpected benefits for you?

Do you have any suggestions for improvement or changes in the "Arts & Literary Grant, Funded by the *Story Quilt* Book" application or administration?

Please complete the final budget report on page 2.

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Final Report "Arts & Literary Grant, Funded by the *Story Quilt Book*"
 Please return within 30 days of completion of your grant project/program to
 Galway Public Library, P.-0. Box 207, Galway NY 12074

Provide actual figures for income and expenses associated with your "Arts & Literary Grant, Funded by the *Story Quilt Book*" project. If your project costs more than your grant amount, indicate which expenses were paid with your grant funds.

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Attach copies of receipts for grant-funded expenditures if you have not already submitted them to the Library Director for reimbursement.

PROJECT INCOME	
Grant funds	\$
Other (specify below)	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROJECT INCOME	\$

PROJECT EXPENSES <i>{!ttach!tem!zed!l!st!J</i>	
Artist's Fee	\$
Materials (specify below)	
	\$
	\$
	\$
	\$
	\$
	\$
Other (specify below)	\$
	\$
	\$
TOTAL PROJECT EXPENSES	\$

NET GAIN OR (LOSS) [e.g. Income minus Expenses] \$

FINAL REPORT ATTACHMENTS

- Articles and/or Reviews about the project, if available/applicable
- Copies of Publicity for the funded program if available/applicable
- Copies of Receipts, as described above