

## 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 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 selection of the projects and programs will be made by Board of Trustees of the Galway Public Library

## Galway Public Library

### Policy for the "Arts & Literary Grant, Funded by the Story Quilt Book" (page 2)

- Applications will be available at the library and on its website
- Applications will be considered on a rolling basis

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

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

Reviewed & Revision Approved January 17, 2024.

\_\_\_\_\_  
Cate La Barre, President

\_\_\_\_\_  
Date

**Galway Public Library**  
**Application**

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

**Name:**

**Date:**

**Address:**

**Email:**

**Telephone:**

Web address (if applicable):

**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.

**Title of Program:**

**Project Location** within Galway Central School District (library, park, 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:**

**Attach itemized proposed budget**, including artist's fees, materials, travel expenses. Include any additional sources of funding for the project.

**Summarize relevant artistic or literary experience** (professional or personal): Attach resume, if available.

As part of the application process, you may be required to provide a sample of your work or give more detailed information. 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.* Selection of projects and programs will be made by the Board of Trustees of the Galway Public Library. Please visit [galwaypubliclibrary.org](http://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 and supporting documents 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:

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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  
Galway Public Library  
PO Box 207  
Galway, NY 12074  
gal-director@sals.edu

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

\_\_\_\_\_  
Artist

\_\_\_\_\_  
Date

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, PO Box 207, Galway NY 12074

Artist Name:

Date:

Address:

E-Mail:

Phone:

Title or brief description 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.

