

Rocky Mountain Woodturners Educational Opportunity Grant

The purpose of this document is to provide guidelines for the Rocky Mountain Woodturners Educational Opportunity Grant program. Rocky Mountain Woodturners (RMWT) is a chapter of the American Association of Woodturners (AAW), located in Loveland, Colorado. Please visit the Rocky Mountain Woodturners website at www.rmwt.org, and the AAW website at www.woodturner.org. The RMWT meets on the first Thursday after the first Tuesday of each month at 6:15 PM in Loveland, Colorado.

One of RMWT's many goals is to expand and share woodturning resources with our community as well as with our membership. RMWT has established a fund from which grants may be awarded to individuals, including children 14 years of age and older of members, and to organizations within our community sponsored by an active member. The grants for individuals may cover expenses such as tuition, registration, demonstrator's fees, travel, lodging, and meals, depending on financial need, as well as other opportunities not specifically listed, currently being explored. In this case, the completion of an application as well as a discussion with the current EOG committee to explore the feasibility of offering a grant is an option our members should consider. Organizations will be considered for EOG funding if, in the opinion of the EOG committee and the RMWT Board, the monies will be used to benefit the woodturning education of the community. Ultimately, the goal is to enhance our membership's woodturning education, experience, and personal enjoyment. In return, we ask that the recipient either submit an article discussing the grant and how he or she benefitted, what was learned, and any materials provided to the class participants, or be a presenter at one of our monthly meetings to put on a program outlining the material. With both of these choices, time is of the essence, and unless the recipient receives prior approval, must be presented within 2 months of the class.

Applications for an Educational Opportunity Grant (EOG) from the RMWT are available each year. Applicants who meet the qualifications may apply by completing the attached application form and submitting it to Rocky Mountain Woodturners. The basic qualifications require that the individual completing the application be a member in good standing for a minimum of one year. If a young person at least 14 years old is applying for the grant, the parent or guardian must be a member in good standing for a minimum of one year and the youth must have attended a minimum of two meetings. If a member is interested in sponsoring an organization, the same one-year active membership will prevail.

(1) Purpose of the Program

The RMWT organization wants to provide its members the opportunity to benefit from both the club's fundraising efforts and the membership's own generous support.

- It is our desire to provide educational opportunities that will expand woodturning knowledge and enrich the entire community through

woodturning. This goal can be reached by providing the funds and other resources available through our organization.

- While the organization does not specifically require evidence of financial need in order to apply for a grant, it is important that we provide assistance to those who would otherwise not be able to participate without our financial help. This will maximize the funds we have available at any given time to offer assistance. In doing this, we will also have funding available to mini classes within the organization provided by our own membership.
- RMWT is a community-minded organization and as such it is our desire to have an outreach program that allows the community at large to reap the benefits of the EOG program.

(2) Eligibility and Requirements

Applicants must have been an active member of our chapter for a minimum of one year or sponsored by a member of the RMWT who has met that requirement. If a young person at least 14 years of age wants to apply for a grant, he or she must be sponsored by an active member (parent, guardian, or other member willing to accept responsibility for the youth applying) who also meets the time requirement.

Awards will be considered based on benefit to the applicant, to the community, application concept, and economic need. Emphasis will be placed on the ability, as well as the opportunity, of an applicant to share information gained. Clarity of the application is essential, and applications will be judged on the thought and the written ideas presented. Applicants will be judged on the content of the application alone. The application must be fully completed and returned to the EOG representative within the specified time, with the proper signatures, agreeing to the terms of the grant.

Once a grant is authorized, a number of requirements must be met. If they are not, the EOG committee with the approval of the RMWT Board may request that all or a portion of the grant monies be returned forthwith. Normally, the funds will be distributed to the recipient within sufficient time to make the necessary arrangements for successful participation in the educational opportunity.

* Copies of the enrollment in a class, seminar, one-on-one training, etc. must be submitted in a timely manner. The monies will be distributed for the class once the enrollment acknowledgment is received. The check will be made payable to the recipient unless a minor, in which case the check will be made payable to parent, guardian, or sponsor, as appropriate.

* If the grant request includes the purchase of supplies or equipment, copies of the receipts must be received within 2 weeks of the purchase. If the monies are required prior to the purchase, a full listing of the items must be submitted with the name of the store (online or otherwise) and the cost of the item shown. Once the item is purchased, the receipts must be submitted to the EOG committee within 2 weeks.

* Should the recipient also be requesting money for travel, food, and lodging, the EOG committee will require an indication of the costs involved. This can include a review of the hotels, motels, and costs in the area as well as travel estimations. The

funding for this portion of the grant will be issued to the recipient in the form of a check within 10 days of the start of the class, unless the class requires otherwise. Once the class has been taken, the recipient needs to provide copies of all receipts associated with the grant request within 2 weeks of returning home.

* If the EOG is not used for the specific purpose and at the time stated in the grant application, the monies will not be distributed or, in the event that they have already been distributed, the recipient must agree to refund the funds within 2 weeks of the date the educational opportunity would have been completed. The applicant may then re-apply for a grant at a later time as long as all criteria are met.

(3) Grant Committee

RMWT shall establish a Grant Committee made up of three members including a Chairperson and two others. The Chairperson shall be appointed by the RMWT Board. The Grant Committee Chairperson shall select two additional committee members. The Grant Committee serves at the pleasure of the RMWT Board. The board may change the committee chairperson at any time.

The Grant Committee shall perform the following duties:

1. Review applications for Educational Opportunity Grants
2. Inform the board of all EOG applications
3. Make recommendations to the board, including recommending which grants should be approved, and for what dollar amount as well as the percentages of the grant to be spent on education, equipment and supplies, and travel and lodging. Three (3) grant committee members shall vote with the four (4) board members on grant requests. Applicants must gain five/sevenths support of the board & EOG committee in order to be approved. The RMWT board will determine the amount of the award.
4. The Grant Committee chairperson shall follow up with recipients of EOGs to ensure projects are completed on a timely basis, and that recipients **present their results at a meeting of the RMWT**, and/or provide a **written report** which can be included in the RMWT newsletter and/or be posted on the RMWT website. This reporting process is agreed to by signature on the application and must be completed within 2 months of taking the class.
5. The Grant Committee may recommend an EOG be awarded in unusual circumstances (relief, short-notice need, gift, etc.) or may decide to award more than the general maximum.

(4) Submitting an Application

Applicants shall complete the attached form, and submit it to:

Elizabeth Amigo, efamigo@msn.com, EOG Chairperson, Rocky Mountain Woodturners

**Rocky Mountain Woodturners
Educational Opportunity Grant
Application Form**

Due by 31 January 2017

Results will be announced by 15 February 2017

Please select one:

Individual – may reapply 2 years after last award (\$1000 maximum)

Student (age 21 or under) – may reapply every year. Students must be fulltime (\$1000 maximum)

Teacher – may reapply every year (\$1500 maximum)

Other (Boy Scouts, school, etc.) – may reapply every year (\$1500 maximum)

Please provide clear and concise answers to the following questions:

Name: _____

Phone: _____ E-mail address: _____

Address: _____

City, State, Zip Code: _____

RMWT member: yes _____ no _____

Member or Sponsor name: _____

Age: _____ School affiliation: _____

TIPS ON USING THIS FORM:

- Type, print or write legibly, your answers to the questions.
(If you download a copy from the RMWT website, you can download it in MSWord and type your answers right on the form, print and mail it to the RMWT.)
- Please do not submit CD's or notebooks full of supporting data or photos. The grants are rated by the content of the answers to the questions. They are considered on their own merit.
- Please answer the questions in a clear and concise manner. Include additional sheets, if necessary.
- Please provide the name that will appear on any award check
- Budget: It is OK for your budget to exceed the award amount.
- Applicants may apply for a grant to:
 - Attend a symposium, workshop, or school.
 - Enable a special project.
 - Cover teaching expenses.
 - Any other reasonable cause