

National Folk Organization of the U.S.

Discovery Grant Instructions & Sample Budget

NFO's Mission Statement: The purpose of the National Folk Organization of the U.S.A. (NFO) is to advance and preserve folk arts representing both national, local and ethnic customs as they exist throughout the United States of America; to promote and encourage the exchange of folk dance and dance related folklore in the United States and abroad, and to effectively network those who support these objectives.

The NFO Discovery Grant is designed to help qualified folk arts enthusiasts pay for travel expenses to educational folk-related events such as international festivals, camps, or conferences. (\$500 maximum).

Purposes

- Enrich and strengthen leadership and/or skills
- Network with professionals in the world of folk arts
- Exposure to new ideas, concepts, teaching practices, and activities
- Discover and experience lesser-known resources
- Create new opportunities for collaboration
- Advance the mission of the National Folk Organization (NFO)

A limited number of grants will be awarded each year. Applicants do not need to be an NFO member to apply. Preference in funding will be shown to those willing to contribute a portion of the money required.

REQUIREMENTS

Official acceptance into the event for which you apply must be secured prior to receiving grant funding. This requirement may be waived if registration for the event has not yet opened.

The applicant must not attend the event as a paid instructor or vendor.

The event must be completed before the end of the year wherein the grant is awarded, or in a time period approved by the NFO Grants Committee.

All proposals (with two letters of recommendation from recognized authorities in their respective fields of folk art) must be submitted to the NFO Grants Committee by May 1 for the period of July 1-December 31 of that year, and by November 1 for the period of January 1-December 31 of the following year. Grants will not be funded after the event has concluded.

INSTRUCTIONS

1. Secure acceptance into the event you wish to attend.
2. Fill out the on-line application form which includes a budget (see sample budget on following page).
3. Send application by email to sallybmartin@yahoo.com or by mail to Sally Martin, 70 Coleman Avenue, Chatham, NJ 07928
4. Arrange for two letters of recommendation and have those sent independently to Sally Martin, sallybmartin@yahoo.com

Note: All material must be received by the application deadline. Applications received after the deadline will not be considered for the current granting period. Grant monies may not be used for financial investment or re-granting. Grant recipients are not contractors of, or employees of NFO. NFO cannot be held liable for any actions resulting from the use of this grant. Failure to utilize funds in accordance with the terms of this grant will result in the forfeiture of the grant.

FINAL REPORT: GUIDELINES

All individuals receiving a grant will be required to submit a written report no later than 60 days following completion of the event. This report must include the following:

1. Event description, including type of event, dates, location
2. A paragraph explaining what you gained from the experience and how it benefited or influenced your goals
3. Detailed budget report with receipts for your total travel expenses plus a list of additional expenses & funds used (personal, scholarship, etc.)
4. Documentation of attendance at the event (handouts, photos...)

Note: 90% of the grant monies will be disbursed upon approval of the grant. The balance of the grant monies will be paid upon receipt of the final report.

SAMPLE BUDGET

The budget on the application form should list the expected expenses and funding for your participation in this event.

Do not include any expenses that are not directly related to this event.

Total Expenses must equal Total Funding.

The Discovery Grant is given only for the travel expenses portion of this budget.

EXPENSES

Travel Expenses

Airfare	\$ 320
Auto	0
Other (airport shuttle)	<u>100</u>
Total Travel Expenses	420

Other Expenses

Housing	224
Meals	180
Registration (tuition)	550
Other (DVD, T-shirt)	<u>80</u>
Total Other Expenses	1,034

TOTAL EXPENSES **1,454 (Equal to TOTAL FUNDING)**

FUNDING

Personal	409
Work Scholarship	425
Other Scholarships (Folk Dance Fed.)	200
Other assistance (Specify)	0
Grant Request (total travel expenses)	<u>420</u>

TOTAL EXPENSES **1,454 (Equal to TOTAL EXPENSES)**