

Mid-Valley Quilt Guild
Philanthropy Policy

This policy establishes the process to be used by Mid Valley Quilt Guild (MVQG) for granting cash funds designated by the Guild Board for philanthropic purposes to qualifying organizations that *“create, stimulate and encourage an interest in all aspects pertaining to the making, collecting, tradition, history and preservation of quilts for future generations.”*

Source of Funds

Projects for raising funds include the Potholder Project and other MVQG sponsored philanthropic fund raising events. All philanthropic funds disbursed by MVQG to qualifying grantees must be awarded following the processes described in this policy. Funds raised from biennial projects will be divided by two and distributed in the current and next sequential year.

Criteria for donations/grants:

Recipients must provide a written request for funds that includes the following:

- A. Evidence they are a 501(c)(3) exempt organization;
- B. A description of how the funds use relates to quilting consistent with MVQG’s mission statement
- C. A timeframe for use of the funds; and,
- D. Agreement to provide feedback as to how the funds were actually used. Receipt of, or lack of receipt of feedback will be taken under consideration of future funding requests.

Outreach:

To provide qualifying groups with information about the grants available MVQG will include information on its website, in the newsletter and by direct mail. Guild members will be encouraged to provide names of quilting related organizations to be included on a contact list.

Grant Review Committee:

A committee consisting of no more than five and no less than three MVQG members is designated to review all requests for MVQG grants. This committee will be appointed by the Board at its November meeting, in order to meet the Awards Process timeframe listed below. The MVQG Treasurer is a member of this committee. This committee appointment will be added to the MVQG calendar.

Award Process:

- A. Grants will be awarded based on review of the submitted requests by the Grant Review Committee and the Committee’s recommendation to and approval by the MVQG Board
- B. Award amounts will be limited. No one recipient may receive more than 25% of the total available funds nor shall this amount exceed \$500.00 annually
- C. Timeframe for grant application and award is as follows (unless the Quilt Show/Potholder sale is not held in April. Then the schedule will be adjusted accordingly.)
 - a. January: Committee will convene and provide publication information for the MVQG newsletter and website which will include:
 - 1) Determination criteria
 - 2) Application due date
 - 3) Application submission information.
 - b. February: Written notification will be sent to interested organizations by the end of the month.
 - c. April: Grant applications must be received by the first of the month for consideration. Committee will:
 - 1) Determine funds available for this grant period.
 - 2) Determine organizations’ eligibility for consideration.
 - 3) Review all requests to determine whether request meets criteria relative to MVQG mission statement
 - 4) Write a report of requests received and recommendation to the Board for response to the requests.
 - d. May: Committee will present written report and recommendations to the Board for consideration.
 - e. June: Board will vote on grants and direct checks to be written prior to June 30.
 - 1) A form will be provided to each recipient with the check stating their uses for the grant monies (per their grant request) which is to be returned with a signature to the MVQG.
 - 2) Recipients will be invited to the June MVQG meeting to receive their awards.
 - 3) Recipients may be excused from attending the June meeting because of travel or other restraints.

In case of lack of interest in grant monies or monies left over after grants are made, unused funds will be added to a separate reserve and made available for granting in the following year.