



# *American Quilt Study Group*

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## **Lucy Hilty Research Fund Proposal Guidelines**

These guidelines have been prepared to offer guidance for the preparation and submission of a research proposal to American Quilt Study Group, hereafter referred to as AQSG. It is important that you follow the guidelines presented. You may contact the AQSG office with questions you may have regarding the process of submitting your proposals. The AQSG office is not authorized to mentor, or assist in the preparation of the proposal or applications for grants.

### **Purpose:**

The purpose of this research funding program is to fund quilt research. Of special interest are projects that will have a positive impact on quilt scholarship particularly in accurately documenting quilts, quiltmakers, textile production of quilt fabrics, quilt making techniques and the quilting industry. All applications will be carefully reviewed with the quality of the submitted proposal and the contribution to overall quilt scholarship as the prime considerations in granting research funding.

AQSG will consider proposals submitted by individuals or groups that support most fields of quilt research. Interdisciplinary proposals are also eligible for consideration. The research proposal committee considers several criteria in evaluating each grant application including but not limited to:

- Overall impact of the project on the world of quilting;
- Compatibility of the goals of the project within the mission of AQSG to “establish, sustain, and promote the highest standards for quilt-related studies”
- Ability of the applicant to complete the project
- Quality of the project; the quality and completeness of the application
- Contribution of the project to the body of knowledge about quilt history.

AQSG does not normally support research requiring security classification, the development of products for commercial marketing or market research for a particular project or invention.

### **A. Proposal Requirements**

The proposal should

- Be limited to a cover letter and the application.
- Include the completed proposal description (see attached sheets).
- State qualifications of the researcher(s).
- Include letters of support from cooperating institutions and/or individuals if appropriate.
- Supply a line-item budget for the amount of funding required.

The proposals should result in a specific end product and include a plan for exhibition or publication of the finished research, if applicable. AQSG may require interim progress reports and/or a contractual agreement regarding completion of the proposed projects. A follow-up report detailing how grant monies were spent will be required of all research funding recipients. Any work resulting from funds awarded by AQSG must prominently credit “The American Quilt Study Group”.

The proposal is to adhere to the rules of proper scholarship and attribution.

- Concisely state objectives and scientific or educational significance of the proposed work.
- Employ suitable methods of research.
- Present the merits of the proposed project clearly.
- Be prepared with the care and thoroughness that demonstrates the applicant’s ability to use the research to prepare a paper for publication.
- Supply sufficient information so reviewers will be able to evaluate the proposal in accordance with the review criteria established by AQSG Board of Directors.

The responsibility for proper attribution and citation rests with the authors of a proposal; all parts of the proposal should be prepared with equal care. Failure to adhere to such standards could result in refusal or withdrawal of grant monies.

## **B. Proprietary or Privileged Information**

Proprietary or privileged information such as patentable ideas, trade secrets, confidential or financial information should NOT be included in the proposal unless the information is necessary to convey an understanding of the proposed project. The proprietary information MUST carry a disclosure statement and be clearly marked in the proposal or by including a separate statement that accompanies the proposal application. It is to be labeled with a statement such as:

“The following is proprietary or confidential information that (insert name of individual or organization) requests not be released except for purposes of review and evaluation.”

While AQSG will make every effort to prevent unauthorized access to such material, AQSG is not responsible or in any way liable for the release of such material.

## **C. Who May Submit Proposals**

Proposals may be submitted by individuals or groups that are engaged in quilt related studies. Those include but are not limited to educators, historians, curators, graduate students, under-graduate students, quilt restorers and conservators, textile science & technologists, textile industry students and other independent scholars.

## **D. Categories of Proposers**

Individuals and organizations in the following categories may submit proposals.

1. Members of American Quilt Study Group and members of the quilting community.
2. United States universities and colleges including community colleges acting on behalf of their faculty members and graduate students.
3. Non-profit, non-academic organizations – Independent museums, research laboratories, professional societies and similar organizations in the US that are directly associated with educational or research activities.

4. Unaffiliated Individuals – Unaffiliated individuals should contact the AQSG office before preparing a proposal for submission. An unaffiliated individual would be none of the above and someone (or group) that is outside the realm of usual quilt research, i.e. engineering, medicine or computer studies. The proposal would entail an original and innovative topic, research approach or finding as related to AQSG mission statement, outlined above.
5. International organizations – AQSG rarely provides support to international organizations, but will consider proposals for cooperative projects involving U.S. organizations, provided support is requested only for the US portion of the collaborative effort.

#### **E. When to Submit Proposals**

Unless otherwise stated, proposals must be received by February 1st of the year for which the application is being made or the following business day if February 1st falls on a weekend. The deadline date will be waived only in extenuating circumstances.

#### **F. How to Submit Proposals**

Submit five (5) copies of the proposal to the AQSG office by February 1 of the year for which the application is being made. The submission can be done by Priority mail, United Parcel Service or Federal Express. Electronic submissions are not accepted. You should request a return receipt, delivery confirmation or tracking number for your records. The application will be processed only after all documents are received.

All materials sent with the application become the property of American Quilt Study Group and will not be returned.

#### **G. Reporting results of research**

The results of the research for which funding has been received from American Quilt Study Group shall be offered first to AQSG for publication either in Uncoverings or Blanket Statements, if appropriate.

#### **H. Budget**

The amount of money awarded in a particular year depends on the interest return on AQSG's investment account the previous year. The total monies awarded in a year will be \$2,000.00. It is preferable for AQSG to divide this amount among a few different applicants. Grant requests for \$500.00 to \$1,000.00 in research funding are most appropriate. Monies will not be awarded for research that will be completed before the monies are awarded on May 1st.

Receipts for the use of the funds should be submitted with the interim and final reports. The interim report is due on November 1st of the year in which the award is made and the final report is due as soon as possible after the research is completed. Grant monies will be awarded 80% as soon as the contract is signed and 20% will be held until the final report has been received. In the event that in any year no qualified applications are received, AQSG reserves the right not to award any grants that year. AQSG is not responsible for any costs incurred by the applicant.

## PROPOSAL DESCRIPTION

1. Describe in detail the proposed project. List the chronological steps to be taken to complete the project. Include methods to be used, types of materials to be incorporated, and whether outside sources or facilities will be required.
2. List the researchers on the project and describe briefly their present expertise in quilt scholarship.
  - Attach curriculum vitae of personnel key to the project. The curriculum vitae should outline education, artistic and work background, a bibliography of publications and/or exhibitions; and a portfolio of previous works, if applicable.
  - If your project requires participation by another individual, institution, organization or business enterprise, please attach a letter(s) of commitment to the project from these sources
3. If you are an individual, provide the names of two (2) references complete with their full address and phone number. If you are applying on behalf of an institution, please give a short list (no more than three) of previous grant projects that were funded and carried out at the institution.
4. Provide a project budget. List types of costs to be incurred and estimated totals for each category. Also list other sources of financial support received or applied for. If the project does include other sources of financial support, please state whether or not the funds are guaranteed as of the date of this application. If so, please attach evidence of the funding or of the agreement to fund. If not, please state the estimated date when the funding decision will be made by the other institution(s).
5. Describe the final presentation of your project
6. Please include any additional information that you feel may help the Research Funding Committee evaluate this project.

## BUDGET FORM

**Project Title:** \_\_\_\_\_

### BUDGET

Budget Objects	Amount	Description of Budget Item
Supplies		
Object Total		
Travel		
Object Total		
Equipment		
Object Total		
Cash		
Object Total		
In-Kind		
Object Total		
Other		
Object Total		
REQUESTED TOTAL		

### BUDGET JUSTIFICATION

**Budget Justification:** Using a separate page, attach budget justification. All budget items must be accompanied with strong justification of how they will contribute to successful completion of the project.

**Project Title:** \_\_\_\_\_

**AMERICAN QUILT STUDY GROUP**  
**QUILT RESEARCH GRANT**

**Application Form**

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Project \_\_\_\_\_

Please complete the following application being sure that you include:

- Objectives of project (include significance to quilt history)
- Scientific or educational significance of project
- Effect of project on the quilt world
- Planned research methods
- Qualifications of applicant/researcher
- Amount of funding required for project
- Project schedule including completion date
- Project evaluation plan upon completion
- Letter of commitment from other's involved in research

# **PROPOSAL REVIEW SCHEDULE**

**February 1 – Applications/Proposals submitted**

**February 7 – Applications/Proposals sent to Reviewers**

**March 15 – Reviewers complete work**

**April 15 – Notification to successful applicants**

**May 1 – Funds disbursed to recipients**

**Grant applicants may check on the status of their application through the American Quilt Study Group office after April 1st.**