



the professional association for design

AIGA Iowa
P.O. Box 41721
Des Moines, IA 50311
www.aigaiowa.org

AIGA Iowa Event Grant

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This AIGA Iowa Event Grant is a scholarship application process to acquire funds, typically up to \$250, for an AIGA Iowa sponsored event. Events must align with the following AIGA mission statement:

AIGA advances design as a professional craft, strategic advantage and vital cultural force. As the largest community of design advocates, we bring together practitioners, enthusiasts and patrons to amplify the voice of design and create the vision for a collective future. We define global standards and ethical practices, guide design education, enhance professional development, and make powerful tools and resources accessible to all.

Eligibility

Any AIGA Iowa member may submit a proposal. Chapter student groups must submit signature approval from their student group adviser with their grant application.

Application Process

Applicants can submit a grant proposal via mail or as a pdf 4-8 weeks prior to the event to programs@aigaiowa.org. Incomplete or late proposals will not be reviewed. AIGA Iowa reserves the right to decline any proposal.

Proposal Guidelines

Reviewers will assess the applicant's need for financial support, giving preference to proposed projects in which funding is difficult to obtain. However, applicants may submit proposals for financial support of ongoing events that are currently funded by other sources. In these instances, an applicant should explain why additional funding is necessary and warranted.

Grant Recipients Requirements

Each grant recipient's award will be announced on AIGA Iowa's website and in the e-newsletter. AIGA Iowa reserves the right to use the content for promotional activities related to the grants and chapter events. In the month following the event, the grant recipient will be required to submit a summary to AIGA Iowa that expands upon the event including:

- A description of the event
- A brief summary describing attendee feedback from the event
- Strengths and weakness of the event
- How many members and non-members attended
- A financial summary outlining the profits or losses of the event

Each grant recipient will be required to submit an account of expenses, including copies of receipts that describes how the funding was used. This report is due to the AIGA Iowa Board within 30 days following the proposed event. **Any profits up to the amount granted by AIGA Iowa must be returned.**

Review Process

Each proposal will be reviewed by AIGA Iowa's Board within a 2-4 week period after receipt of submission. Declined grant proposals will receive feedback from the Board. Applicants may reapply for a grant based on feedback.

Grant Application

Grant applicants should describe the proposed event according to the following specifications. Proposals that lack focused direction will be returned for re-submission. You are required to abide by the following guidelines:

Contact Information List your name, school (if applicable), address, phone numbers, and email address.

Event Name & Information

Who will be hosting the proposed event?

What are the proposed financial costs?

Where will the proposed event will be held?

When will the proposed event be held? (date and time of the event)

Why do you want to host the proposed event? Include a description of the proposed event that states clearly its importance to the field of design.

Event Plan

Describe in detail the steps of the proposed event

Define specific dates and time frames that correspond with the proposed event

Define the significance of the proposed event and how it will contribute and benefit designers on a local or state level

Explain the importance of the proposed event, any precedents, and the expected impact the event will have on the design field and/or community

Proposed Budget

AIGA Iowa awards event grants to supplement the associated costs of hosting an event. Eligible expenses for a grant include costs associated with: renting a facility, hosting a speaker (including their food, transportation reimbursement, etc.) and rental of equipment.

Applications must provide a line item breakdown that lists how the requested funds would be used and a brief justification of those needs.

Other Support or Funding

List any other grants or support associated with the proposed event that have been received, are expected to be received or are pending approval. Include corresponding dates for each.

Regulatory Issues

List any regulatory issues that may be required to undertake the proposed event (such as needing a security guard, permit, etc.) and how those concerns would be addressed.

Conflict of Interest

Cite any potential conflicts of interest in conducting the proposed project.

Chapter student groups must submit signature approval from their student group adviser with their grant application. Please sign below and send in this page with your event proposal.

Student Representative

Date

Student Group Adviser

Date