

GRANT PROGRAM GUIDELINES

To further advance its mission to increase the awareness and enjoyment of prints, the International Fine Print Dealers Association provides funding for exhibitions, scholarly publications, lectures and symposia, and educational programs and materials.

Grants are made to nonprofit organizations in the United States that are certified tax-exempt under section 501(c)(3) of the U.S. Internal Revenue Service code. Outside the United States, grants are made to organizations that are able to document not-for-profit status. The IFPDA may, in limited circumstances only, issue grants to individuals, e.g. honoraria for speaking engagements at specific non-IFPDA sponsored events.

Grant Amounts

The IFPDA will consider requests up to \$10,000. The number of awards granted each year will depend on the quality of applications received.

Guidelines

- The Grants Committee meets once each year to review applications. All grant applications and supporting materials must be received by the IFPDA office by April 17.
- Applications received following the Grants Committee's annual review may be considered at the Committee's discretion. However, even if deemed worthy, it may not be possible to award grants to such proposals since funds are limited.
- Organizations seeking support must deem their programs open and accessible to all members of the public, regardless of sex, race, creed, national origin, disability, or age.
- Applicants may submit only one proposal in each award year.
- The grant period should commence no earlier than September of the year in which an application is made.
- Applicants should supply clear information regarding the proposed completion date of the project.
- The IFPDA will review applications and may request additional information in connection with any application.
- The IFPDA will notify applicants in writing with respect to its decision in August.
- Allowable Costs: costs shall be allowed for the purposes of a grant provided that they occur or are obliged within the grant period specified on the grant application; and they are solely for the purposes of the grant and can be identified as such.
- Non-allowable Costs:
 - Expenses incurred or obligated prior to, or after, the grant period.
 - Capital expenditures, such as building, renovation or remodeling of facilities.
 - Outstanding debts and other financial costs.
 - Entertainment, food, beverages and awards.
 - Expenses associated with fundraising.
 - Contributions and donations.
- The use of IFPDA grants to underwrite grant programs or individual grants within one's own organization or another organization, i.e. re-granting, is strictly prohibited.

- The IFPDA will not support projects involving single-owner private collections.
- The IFPDA is not inclined to support projects focusing on a single artist.
- If a grant is awarded, a grant award agreement will be made between the organization/grantee and the IFPDA. Grant payments will not be released until all grant award documents have been signed, returned to, and approved by the IFPDA office.
- A grantee is required to maintain complete and accurate accounting and program records. Grantees are also required upon request to submit descriptive and/or financial reports to the IFPDA office as outlined on the Grant Final Report Form.
- The grant award confirmation letter will stipulate if a Final Report is required.

Review Criteria

The criteria used by the Grants Committee to evaluate proposals include but are not limited to:

- Scope and intellectual quality of the proposal's premise.
- Potential for both professional and public impact.
- Feasibility of implementation.
- Qualifications of key personnel.
- Distinction of the topic from other projects either planned or previously published in the field.

Submission Requirements

- Application and supporting materials should be submitted in triplicate with a completed Grant Application Cover Sheet.
- All applications must be submitted in hard-copy form in order to be considered. Electronic requests for grants will not be considered. Applicants should not submit material that requires return to the applicant.

Submission Address:

International Fine Print Dealers Association
Attn: Michele Senecal
250 West 26th Street, Suite 405
New York, NY 10001-6737

Note: Applicants will receive confirmation by email that their application has been received.