

GNSI Education Fund

Guidelines

The Education Fund is a fund initially established from donations and proceeds of the GNSI Annual Auction. The funds are available for use in educational programs, activities, events, and resources. Applications for funding that follow the given guidelines are reviewed by the Education Fund Committee, comprised of GNSI members appointed by the Education Director. Funds are awarded on the basis of merit, and may be either the full amount requested or a portion thereof, by decision of the Committee. Recommendations by the Committee are sent to the Board for final approval. Applications that do not adhere to the guidelines will be disqualified. Please read the following information carefully.

Applicant and Applicant Restrictions

Applicants can be either a GNSI member representing a GNSI Chapter **or** an individual GNSI member with the following restrictions:

- All projects must be designed to provide an educational experience for a group. No individual GNSI member may be the sole person to derive educational experience as a result of a funded application.
- It is not permitted for the applicant to be a financial beneficiary.
- Any financial beneficiary included in the application can receive funds a maximum of 2 times per year.
- An applicant (GNSI Chapter or individual GNSI member) can receive approval for funding only 2 times per year.

Submission Process

- Applicant must submit a completed, signed, and dated ***GNSI Education Fund Application Form***.
- If submitting multiple requests, please fill out a separate form for each project for which funds are being sought.
- If applicant is applying on behalf of a GNSI Chapter, a signed and dated ***Standards and Qualifications Form For GNSI Chapters*** signed by the current GNSI Chapter President and Treasurer must accompany the application. If applicant is an individual GNSI member, a signed and dated ***Standards and Qualifications Form For Individual GNSI Members*** must be signed and dated by the applicant. Strictures within this form protect the non-profit status of GNSI, Inc., GNSI Chapters, and sponsors.
- Applications can be sent via mail, fax or email to the Education Director (check with GNSI for current contact information).

Application Deadlines and Review Dates

- Applications must be received either by April 1 or October 1.
- All applications accumulated by these respective dates will be reviewed together by the Education Fund Committee.
- Applicants can expect decisions within 30 days of deadline dates.

Advertising and Promotion Requirements

- Any program, activity, event, or resource sponsored by the GNSI Education Fund must be advertised in the GNSI Newsletter. Refer to past Newsletters or contact the Newsletter Editor for placement due dates.
- Applicants are required to make mention of funding (e.g. “Sponsored by the GNSI Education Fund”) in all promotional material (posters, mailings, advertising), and in their later summary of the sponsored program, event or project to the GNSI Newsletter (*see Disbursement Process and Timelines section*).
- By law, any program, activity, event, or resource sponsored by the GNSI Education Fund must be open to the general public.
- Public advertising is required. Strategies for this advertising must be detailed on the application form.

Disbursement Process and Timelines

- Past awards have ranged from \$200-1500.
- Disbursement of approved amount of funds is either partial in advance of the project or in full after completion of the project.
- Applicants requesting partial funding in advance (*see details in GNSI Education Fund Application*) or Special Projects that require startup funding can expect disbursement within 5-8 weeks of decision of approval.
- All other applicants will receive disbursement after completion of the project. To file for disbursement, the applicant should submit a **GNSI Education Fund Disbursement Request Form**, along with a **final report** that includes short review of the program/event and basic financial account. The basic financial account should include all expenses (both approved and unapproved for funding) and all income during the course of or as a result of the project.
- The **final report** plus receipts for all previously approved expenses should be submitted to the GNSI Education Director. Balance of the funding will not be paid without submission of the report.
- Disbursement will cover any previously approved expenses, except in the case of net profit. Net profit is defined as any income minus any expenses unapproved for funding. In this case, disbursement amount will be reduced by net profit amount. If partial funding in advance, has been provided, it may also be subject to consideration.
- Applicant can expect disbursement of funds within 5-8 weeks of receipt of the disbursement materials by the Education Director.
- Fund disbursement to the applicants representing a GNSI Chapter will be made to the Chapter Treasurer.
- Fund disbursement to an individual GNSI applicant will be made as long as restrictions have been observed (*see Applicant and Application Restrictions section*).
- Applicant is required to submit a summary/review of the sponsored program, event or project to the GNSI Newsletter. Photos of the event are a plus!

Project Limitations

- All projects must support the mission statement of the GNSI:
The Guild is a non-profit organization of persons employed, or genuinely interested in the field of natural science illustration, having the desire to maintain and further the profession through increased communication of those involved, to encourage and assist others with the desire and capabilities to enter the profession, to promote better understanding of the profession by the general public and those persons requiring natural science illustration services and to increase the respect for the profession through encouraging high standards of competence and ethics.

- All projects must be designed to provide an educational experience for a group.
- The Education Fund can only provide one-time funds. Applicants should look elsewhere for recurring or maintenance funding.
- If the project is conceived of as long-term or ongoing, applicant should demonstrate a plan for the project/events' longevity, ie a plan for maintenance (including names of committed individuals) to demonstrate the viability of the project to the Education Fund Committee for consideration of startup funding.
- A large amount of funding requested for supplies will be closely scrutinized, and may be reduced if considered excessive.
- After the program/event, any remaining equipment or supplies purchased by a Chapter using Education Fund money and valued at over \$50 must be reported as material surplus in the final report submitted for disbursement. Any remaining supplies valued at over \$50 purchased by an individual applicant using Education Fund money must donate these materials to the GNSI annual auction.
- When sponsoring field trips or planning work with hazardous materials, it is important that the materials used are handled properly and meet applicable health and safety standards. You must obtain and retain for your files:
 - a liability release form signed by each participant or, where appropriate, by a parent or legal guardian of the participant
 - a medical consent form, signed by a parent or legal guardian, from each participant that is a minor
 - Material Safety and Data Sheets (MSDS) for all hazardous substances involved in the project (for example, acids and solvents).

Special Projects

Web-based Projects

- Web-based projects are expected to demonstrate usefulness to the broader GNSI community not just the local Chapter/region. Web-based projects sponsored by the GNSI Education Fund will reside (or appear to reside, by way of branding, URL name, etc) on the GNSI web site. Credit will be given to developers/creators of the specific material.
- Material must be open, available, and accessible to the public.

Community-Outreach Projects

- Projects or programs may receive funding if they reach the broader GNSI community, not just the local Chapter/region. Projects might include non-geographically restricted material, resources, or events (for example, online, traveling, or widely distributed).

Please prepare the application(s) with care and pay close attention to detail. Any questions about procedure should be addressed to the GNSI Education Director.

GNSI Education Fund Application Form

Please type or print clearly. Use one application for each project and include the required enclosures.
Deadlines for application submission are either **April 1** or **October 1**.

1. Applicant

Name _____

Address/Contact Information _____

2. I am applying:

as an Individual GNSI Member or as a GNSI Member representing a GNSI Chapter

If GNSI Chapter, GNSI Chapter Name: _____

No. of GNSI, Inc. Members in Good Standing _____

3. Project (Program, Activity, Resource)

Title _____

Date and Time (If Applicable) _____

Location _____

Description _____

4. Financial Beneficiary

Role in Project (e.g. Instructor, Developer, Consultant, or other. If "other," provide specific role.)

Name(s), Address(s), and Contact Information

Attach a current resumé(s) or short biography(ies).

5. Budget

Note: It is requested that the applicant consider implementing a registration fee to help recover expenses. Also, the applicant is strongly encouraged to explore other natural avenues of funding. One of the missions of the Education Fund is to promote the occurrence of GNSI events that could not take place without outside assistance. Thus, if additional sources of funding are identified, it helps to conserve Education Fund money for those applicants who are in more financial need.

Note: past awards have ranged from \$200-1500

Income

- Registration and/or Other Fees Per Person (If applicable) _____

GNSI Member _____ or: Non-GNSI Member _____

No. of Expected Attendees _____

Total Expected Registration Income _____

• Other Income (*Please itemize.*)

a: _____

b: _____

c: _____

• Additional Sources of Funding

Some examples include discounts on or waivers of rental fees, instructor fees, or outright donations. Please give dollar amounts for the value of the donations or discounts.

a: _____

b: _____

c: _____

Expenses (*Indicate those for which you would like to apply for funding.*

Itemize on attached sheet if necessary.)

Fee(s) for Instructor, Developer, Consultant, other

Transportation for Instructor, Developer, Consultant, other

Accommodation/Lodging for Instructor, Developer, Consultant, other

Event Room or Space Rental Fee

Audiovisual Equipment Rental Fee(s)

a: _____

b: _____

c: _____

Supplies

(See Guidelines for concerning provisions to protect attendees from potentially hazardous materials and situations.)

Advertising

Printing/Photocopying

Mailing/Distribution Costs

Other (*Please itemize*)

a: _____

b: _____

c: _____

Total Education Fund Money Requested _____

I would like to receive partial funding in advance (percentage of total approved funding).

(See Guidelines for details. Typically, no more than 50% of total monies requested can be given as an advance payment.)

6. Advertisement

GNSI, Inc. Newsletter (required)

GNSI Chapter Newsletter

Other: _____

7. *Note: All funded projects must be open and advertised to the general public. Use "Other" to describe how you intend to comply with this requirement.*

8. Standards and Qualifications Form (*GNSI Chapter Form, if representing Chapter, or Individual GNSI Member Form, if applying as individual.*)

Attached

I certify that the information provided in this application is accurate to the best of my knowledge.

Date (mm/dd/yy): _____ Applicant Signature:

{insert or paste a scan of your signature here, or print out, sign, and mail in.}

If associated with GNSI Chapter, please provide:

GNSI Chapter President Name: _____

Date (mm/dd/yy): _____ Signature:

{insert or paste a scan of your signature here, or print out, sign, and mail in.}

GNSI Chapter Treasurer Name: _____

Date (mm/dd/yy): _____ Signature:

{insert or paste a scan of your signature here, or print out, sign, and mail in.}

Address/Contact Information: _____

Send completed application to the GNSI Education Fund Director (check with GNSI for current contact information).