

National Folk Organization of the U.S.

## Discovery Grant Instructions & Sample Budget

The NFO Discovery Grant is designed to help qualified folk arts enthusiasts pay for travel expenses to educational folk-related events such as international festivals, camps, or conferences which support the NFO's Vision, Mission Statement and Values. ([Click here to see NFO's Vision, Mission Statement and Values](#)). The maximum awarded for the Discovery Grants is \$500.

### Purposes

- Enrich and strengthen leadership and/or skills
- Network with professionals in the world of folk arts
- Exposure to new ideas, concepts, teaching practices, and activities
- Discover and experience lesser-known resources
- Create new opportunities for collaboration
- Advance the mission of the National Folk Organization (NFO)

**A limited number of grants will be awarded each year.** Applicants do not need to be an NFO member to apply. Preference in funding will be shown to those willing to contribute a portion of the money required.

## REQUIREMENTS

Official acceptance into the event for which you apply must be secured prior to receiving grant funding. This requirement may be waived if registration for the event has not yet opened.

The applicant must not attend the event as a paid instructor, performer, or vendor.

The event must be completed before the end of the year wherein the grant is awarded, or in a time period approved by the NFO Grants Committee.

All proposals (with two letters of recommendation from recognized authorities in their respective fields of folk art) must be submitted to the NFO Grants Committee by May 1 for the period of July 1 - December 31 of that year, and by November 1 for the period of January 1 - July 1 of the following year.

Grants will not be funded after the event has concluded.

## INSTRUCTIONS

1. Secure acceptance into the event you wish to attend.
2. Fill out the application form which includes a budget (see sample budget on following page).
3. Apply online or send applications to [sallybmartin@yahoo.com](mailto:sallybmartin@yahoo.com) or mail to Sally Martin, 70 Coleman Avenue, Chatham, NJ 07928
4. Arrange for two letters of recommendation and have those sent independently to Sally Martin, [sallybmartin@yahoo.com](mailto:sallybmartin@yahoo.com)

**Note:** All material must be received by the application deadline. Applications received after the deadline will not be considered for the current granting period.  
Grant monies may not be used for financial investment or re-granting.  
Grant recipients are not contractors of, or employees of NFO.  
NFO cannot be held liable for any actions resulting from the use of this grant.  
Failure to utilize funds in accordance with the terms of this grant will result in the forfeiture of the grant.

## FINAL REPORT: GUIDELINES

All individuals receiving a grant will be required to submit a written report no later than 60 days following completion of the event. This report must include the following:

1. Event description, including type of event, dates, location
2. A paragraph explaining what you gained from the experience and how it benefited or influenced your goals
3. Detailed budget report with receipts for your total travel expenses plus a list of additional expenses & funds used (personal, scholarship, etc.)
4. Documentation of attendance at the event (handouts, photos...)

**Note:** 90% of the grant monies will be disbursed upon approval of the grant. The balance of the grant monies will be paid upon receipt of the final report.

## **SAMPLE BUDGET**

The budget on the application form should list the expected expenses and funding for your participation in this event.

Do not include any expenses that are not directly related to this event.

Total Expenses must equal Total Funding.

The Discovery Grant is given only for the travel expenses portion of this budget.

### **TRAVEL EXPENSES**

Airfare	320	
Auto	0	
Ground Transportation	<u>100</u>	(airport shuttle)
<b>Total Travel Expenses</b>		<b>\$420</b>

### **OTHER EXPENSES**

Housing	224	
Meals	180	
Registration (tuition)	550	
Other (DVD, T-shirt)	<u>80</u>	
<b>Total Other Expenses</b>		<b>\$ 1,034</b>

**TOTAL EXPENSES** **\$ 1,454 (Equal to TOTAL FUNDING)**

### **FUNDING**

Personal	409	
Work Scholarship (Specify)	425	(Stockton Folk Dance Camp)
Other Scholarships (Specify)	200	(Folk Dance Fed.)
Other assistance (Specify)	0	
Grant Request (total travel expenses)	<u>420</u>	

**TOTAL FUNDING** **\$ 1,454 (Equal to TOTAL EXPENSES)**