

## Square and Folk Dance Federation of Washington

### Grant and Financial Assistance Application Process

Deadlines for filing applications shall be a minimum of 45 days prior to the State Federation meeting. If circumstances do not allow the review to be completed within 45 days, the applicant will be notified.

Grants or Financial Assistance must follow the purposes of the Square and Folk Dance Federation of Washington as outlined in the Articles of Association:

1. The encouragement and enjoyment of folk dancing of all nations and its related arts, and the promotion of a spirit of friendship.
2. To provide for and conduct festivals in which all may participate.
3. To encourage research in authentic dance forms and materials.
4. To assist in the formation and development of folk dance groups where such assistance is requested and desired.
5. To encourage among folk dance groups mutual cooperation and exchange of dance techniques, instructors and leaders.
6. To compile and maintain a directory of all member groups that may be interested in the purposes of this organization; sponsor training schools for folk dance leaders; foster local state and national publicity using all medium at the disposal of the Federation.

Grant and financial assistance applications must provide all information requirements as specified per IRS Form 990, Schedule I as follows:

Date of Request

Name & Address of Organization

Federal Tax ID Number

Internal Revenue Code Section (IRC Classification – (i.e. 501(c)(3) or other, if applicable)

Amount of Grant Requested

Purpose of Grant Requested

In addition, the applicant will be required to answer the following questions:

1. Assuming that your goal is to get new people into lessons, how many new dancers would you consider being a success for this program?
2. Have you tried this or a similar program previously & what were the results?

Financial assistance for funding of normal operational expenses (i.e. hall rental or operation, caller/cuer fees) will not be considered.

Documentation will be required for proof of value of grant or financial assistance. If the organization is not classified as 501(c)(3) with the IRS, documentation will also be required as proof that the funds are used accordingly. Documentation must also be provided as proof that the organization is in good standing with the Federation, and is registered and current in filing appropriate reports with the Washington Secretary of State (WA Annual Nonprofit Report) and the IRS (Form 990 or equivalent).

Funding limits shall be on a case by case basis recommended by the committee and approved by the Federation.

Applicants shall be notified of the date that their application will be presented to the Federation. A representative of your organization must attend the meeting to explain the merits of the

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proposal, or the proposal will not be presented. The committee will present each request, but a motion to approve/deny must come from a voting member of the Federation – then discussion will be open to state the merits of the request. If the application is denied, the organization shall be notified of the reason(s) for denial.

The organization will be required to file a follow-up evaluation form upon completion of funded program.