



**American Society of Botanical Artists**  
Grant Projects  
Application Guidelines

ASBA may offer up to two grants each year:

\$3000 Julius I. Brown Grant

\$3000 Anne Ophelia Dowden Grant

The available pool of monies and number of grants may vary from year to year, as determined by the ASBA Board of Directors.

**Start early and read these guidelines thoroughly!**

Before beginning your application, please study these guidelines carefully. An application that does not adhere to them will be removed from consideration for a grant. Allow yourself enough time to gather all of the necessary information and supporting documentation prior to the deadline of **August 1 at 11:59 pm EST**.

**Purpose**

The purpose of the ASBA Grant Projects program is to support educational and development projects, which promote the goals of ASBA as described in its mission, vision, and description of the future:

**ASBA Mission**

To provide a thriving, interactive community dedicated to perpetuating the tradition and contemporary practice of botanical art.

**ASBA Vision**

Botanical art will be considered a significant, relevant, and respected contributor to 21<sup>st</sup> century art, recognized for its unique power to educate, promote ecological awareness and enrich our lives.

**ASBA Description of the Future**

- The rich tradition and history of botanical art will be honored.
- The highest standards of botanical art will be recognized and encouraged.
- The art form and its techniques will continue to be passed on to future generations of botanical artists.
- The contemporary practice of botanical art will continue to develop and evolve.
- Museums around the globe will host botanical art exhibitions and establish permanent collections and galleries devoted to botanical art.
- The general public will be aware of and appreciate botanical art.
- Botanical art will be acknowledged for its power to communicate the importance of plants in the world.

As well, applicants may find ideas and inspiration by reading about past grantees' projects at <http://www.asba-art.org/outreach/grant-projects>.

## **Requirements**

The recipients of the Brown and Dowden grants are required:

1. To submit a written report midway through the year of the grant, describing and evaluating the project activity, which may be published in *The Botanical Artist*.
2. To give a brief presentation at the ASBA Annual Conference. A stipend to help with travel to attend the Annual Meeting is available to each recipient.
3. To submit a budgetary account report at the time of the ASBA Annual Conference.
4. To submit a final written report in digital form to the Grant Projects Sub-Committee. This report may be posted on the ASBA website so that others may use the educational materials.
5. To provide information in the grant report, or forwarded to the chair of the Grant Projects Sub-Committee, as soon as possible, concerning an exhibition of the grant recipient's work or a review in the media after the conclusion of the project activity.
6. To include acknowledgement of ASBA's sponsorship in any press release and/or any publication(s) that occur as a result of the grant, whether in print or electronic form, in this format: This project is made possible in part by funding from the American Society of Botanical Artists.

## **Eligibility**

All applicants must be ASBA members for two full years by the deadline of August 1 of the year of application. Groups may apply but the majority of the group including the leader must be a current ASBA member. Alternatively, the applicant may apply with a non-ASBA partner, such as a botanist or director of a conservancy.

Previous grant recipients must wait two years to reapply. For example, if you receive funding in October 2017, you may not apply again until August 2019.

## **Application Submission Process**

Applications can only be submitted online. Paper, handwritten, faxed, emailed, or mailed applications will not be accepted.

## **Application Judging Criteria**

Each project is reviewed on the basis of its own merits and against others in the application pool. Limited funds are available and priority will be given to applications that best meet the following criteria:

1. Fulfilling the application rules and completeness of the application
2. Likelihood of the project's success

3. Project goals related to the observation and scientifically accurate portrayal of plants
4. Educational (outreach) component; for example, development of educational materials as part of the proposed project
5. Reaching unserved or underserved audiences for botanical art
6. Focus on specific techniques for portraying plants, teaching about botanical art history, or sharing botanical art appreciation
7. Novelty/creativity of project
8. Experience of applicant(s)
9. Artistic proficiency of applicant(s), especially where exhibition or publication of artwork is a component of the project proposal
10. Furthering the professional development of the applicant(s) while simultaneously sharing the benefits of botanical art with others
11. References and supporting material included with application
12. Likelihood of being able to raise funds from other sources

Members of the ASBA Grants Project Sub-Committee will use the criteria to rank each application in deciding whether or not to fund an applicant or a group.

### **Application Clarity and Completeness**

Answer all questions on the application form and provide all the required information. Strive for clarity and completeness.

Missing, vague, or incomplete information will hurt your chances for funding. The answers you provide to the narrative questions directly assist the Sub-Committee in evaluating the merits of your application.

### **Presentation Counts**

A polished application could be the deciding factor when there are many more funding requests than funds available. Have someone else check your application for completeness, presentation, and errors.

### **Sub-Committee Prior Knowledge**

Don't assume the Sub-Committee will be familiar with the project you are proposing or the outreach opportunity it offers, or will read between the lines of an application. Write your narrative so someone unfamiliar with the project will easily understand it.

### **Supplemental Materials**

Supplemental supporting materials add value and detail to your application. Use work samples, testimonials, references, and evidence of earlier work in the project area to enhance your narrative.

### **ASBA PowerPoint Presentation**

If appropriate, you may choose to present the ASBA PowerPoint presentation, *Botanical Art: A Continuing Tradition*, in conjunction with the project activity. The rental fee will be waived. A request to use the program should be included in the application.

### **A Detailed and Accurate Budget**

Even if you do not know all the exact costs you still must create an annotated projected budget giving a clear rationale for each itemized cost and explain clearly how this contributes to the success of the project. In your budget narrative, you must focus on the ultimate goal of the project and justify how you came up with every piece of your budget.

Funds can only be used for items specific to the project.

ASBA does not fund salaries.

You must show how you intend to acquire additional funding or financial support through donations or other grant funding. We encourage in-kind donations to help support your project (such as something provided to you that you would normally have to purchase; printing, copying, mailing costs, use of equipment, space, travel costs are all items that can often be provided to you by another source).

Your budget narrative and your written budget provide similar information in two different, but important ways. One lists the expenses and income, while the other is a narrative description that details what is found in the budget form. Discrepancies and inconsistencies call into question other aspects of an application.

The Sub-Committee takes budget matters very seriously as members of the Sub-Committee are charged with distributing funding on behalf of ASBA.

### **Additional Notes**

Should the grant program or activity not take place due to unforeseen circumstances, applicants are required to inform the chair of the Grant Projects Sub-Committee as soon as possible. Subsequently, it will be determined if rescheduling is feasible, or if not, what portion of the money awarded needs to be returned to ASBA.

Applicants must ensure that materials and/or procedures used in educational activities are followed properly in accordance with applicable health and safety standards.

When sponsoring field trips, or working with hazardous materials, grant applicants must design, obtain, and retain for their files liability release forms signed by each participant, or when appropriate, a parent or legal guardian.

When working with minors, a consent form covering medical and general liability release must be submitted for each child signed by a parent or legal guardian. A consent form granting approval for use of any child's photo and name in print or on a website (also signed by a participant's parent or legal guardian) must be secured. These consent forms must be retained in the grant file for five years following the project.

**Notification and Timeline**

Complete and submit the application by August 1 at 11:59 pm EST. Successful grantees are notified at or following the current year's Annual Meeting & Conference.

Recipients receive grant funds in two portions: \$1500 upon being awarded the grant and \$1500 conditional upon a mid-project report.

The grant project must be completed before the date of the next Annual Meeting & Conference.

For further information, please contact:

Myra Sourkes

Chair, ASBA Grant Projects Sub-Committee

Phone: 416-531-7489

Email: [msourkes@gmail.com](mailto:msourkes@gmail.com)