



2015 CALL FOR PROPOSALS: CBAA PROJECT ASSISTANCE GRANTS

The CBAA Board invites members to submit proposals for Project Assistance Grants, which are intended to provide financial assistance to members for existing research and creative projects. Proposals will be accepted through **June 15, 2015** for grants awarded in amounts up to \$500 from the CBAA Board Fund and other CBAA funds. Grants are intended to support existing projects with modest extra funding that allows progress to continue or projects to be completed. Funds are awarded until the budgeted allocation is exhausted.

ELIGIBILITY:

- Current members of CBAA are eligible to apply for Project Assistance Grants, with the exception of current members of the Board of Directors and Awards Committee.
- Members may apply for individual or collaborative projects.
- The jury reserves the right to limit a member to one CBAA award per year.

POSSIBLE GRANT ASSISTANCE PROPOSALS MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Travel for research applicable to a specific project (including airfare, lodging, local transportation, admission fees, etc.)
- Travel for a collaborator (i.e. writer, artist) to work in person at your institution
- Research costs (article access costs, copying costs, translation fees, postage, etc.)
- Project materials costs (paper, type, ink, plates, cloth, board, etc.)
- Project production costs (outside services, film or plate production, copy services, binding, etc.)
- Design software necessary for a project (design software update, etc.)
- Hardware necessary for a project (scanner, printer, hard drive update, etc.)

SELECTION:

Proposals are reviewed by the CBAA Awards Committee in consultation with the President and members of the Executive Committee, and are evaluated on the basis of merit, opportunity for personal growth, and importance to the field. Proposals for projects already in progress, projects that are compelling and/or urgent, or projects that have a strong likelihood of obtaining matching money may be ranked more highly. Exploratory efforts may be less highly ranked. Additionally, projects must demonstrate a high likelihood of completion.

TO SUBMIT A PROPOSAL:

Please complete the *CBAA Project Assistance Grant Proposal Submission Form*, and check off and attach all items requested on the *Checklist of Required Materials*. Required materials should be emailed as a single .pdf attachment to the Awards Committee Vice-chair for Project Assistance Grants Suzanne Powney at suzanne@blackdogletterpress.com. Please title your file "Lastname_2015 project grant.pdf." Unfunded proposals are not carried over to the next year, but may be resubmitted. Likewise, proposals received after all funds have been allocated will not be held or carried over.

NOTIFICATION:

The Awards Committee will notify applicants of the funding decisions approximately 6 weeks from the **June 15** submission date.

CBAA PROJECT ASSISTANCE GRANT PROPOSAL SUBMISSION FORM

Eligibility and Contact Information

Name: _____

Mailing address: _____

Email address: _____

Phone number: _____

CBAA membership status (circle one): **student** / **regular** / **institutional**

If a student member, what degree are you pursuing? _____

Have you received a CBAA Project Assistance Grant before? **Y** / **N**

If yes, please indicate when you received the grant, and provide a brief (1-2 sentence) description of the funded project:

Project Grant recipients are required to report on project activity and completion for archiving purposes and presentation on the CBAA website and/or other venues. Are you able to provide, at minimum, a 200 to 500-word narrative and 2-5 high quality digital images of the project/process upon completion? **Y** / **N**

Checklist of Required Materials

Please check the boxes to indicate you have attached the following materials:

- ☐ **One-page cover letter:** Briefly describe the project and use of funds.
- ☐ **Detailed project description:** In no more than three pages, describe clearly what you hope to accomplish; how you will accomplish it; whom, if anyone, you will work with; when you will do the work; when the final results will be available; where the final results will be submitted, seen, shown, collected, or otherwise disseminated; and why the proposed work has importance to you and significance to the culture of book art.
- ☐ **Detailed budget.** Include the larger project budget with the portion to be funded by the award identified as well as citation of any other funding source.
- ☐ **Budget justification:** an explanation of the expenditures to be funded.
- ☐ **Curriculum Vitae:** the Principal Investigator's abbreviated CV (no more than 4 pages).