

# *Guang Ping Yang T'ai Chi Association*

## Mini-Grant Program: Criteria & Application

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### STATEMENT OF PURPOSE

The primary purpose of this program is to assist in funding activities which further the mission of the Guang Ping Yang T'a Chi Association:

*To promote, perpetuate, develop interest in, and preserve the quality of Guang Ping Yang style T'ai Chi Chuan throughout the world, and to provide support for research and education in Guang Ping Yang T'ai Chi in honor of the memory of Sifu Kuo Lien Ying, who brought Guang Ping to the United States, and in commemoration of his unselfish sharing of his many skills.*

In establishing this program the board seeks first to expand and improve the availability of resources, expertise, and training to its members in particular and to all practitioners of Guang Ping Yang style t'ai chi ch'uan in general. The board is also seeking proposals that present creative and effective means by which to "*promote, perpetuate, develop interest in, and preserve the quality of Guang Ping Yang style T'ai Chi Chuan*"

### CRITERIA FOR EVALUATION

All applications to the program will be reviewed and evaluated by the full board of the association, and the ruling of the board as to the appropriateness of each application and/or the amount of funding granted shall be final.

The application period shall remain open until the funds allocated for the fiscal year have been exhausted. Qualifying proposals will receive funding and awards will be made on a first-come, first-served basis.

Weighting of the criteria used to evaluate proposals for funding may vary slightly based on the board's desire to target certain specific areas of activity or development, but in general all applications will be judged on the following criteria:

- I) CENTRALITY TO MISSION: This measure reflects the board's judgement of how clearly and directly the proposal addresses the core of the mission of the association.
- II) CLARITY and FOCUS: Is the proposal clear and does it appear well thought out? Is there an obvious objective and does the proposal clearly demonstrate how that objective will be met?
- III) POTENTIAL FOR BENEFIT: The board will evaluate the potential impact of the proposal with respect to the number of individuals who could potentially benefit from the proposal - students, Guang Ping players, association members, etc.; or the possible impact on the community and/or public awareness of Guang Ping Yang Style T'ai Chi Ch'uan.

- IV) **BUDGET**: Is the budget clear and complete? Does it seem adequate to meet the stated needs? In other words, does the budget reflect the stated goal(s) of the proposal and seem to provide for sufficient funding, including contingencies, to reasonably ensure success?

The board reserves the right to seek additional information, and/or clarification, from the Responsible Party named in the grant application before making a final determination regarding funding. The board may require modifications consistent with the mission statement and the success of the proposed activity before authorizing the release of funds.

### **REQUIREMENTS & ACCOUNTABILITY MEASURES**

The Guang Ping Yang T'ai Chi Association is to be listed appropriately as a sponsor or co-sponsor, as specified and agreed to prior to the release of funds, in any and all published materials, advertisements, programs, flyers, etc. for the funded activity.

The Responsible Party named in the successful proposal agrees to accept all fiduciary responsibility and liability to the association for the funds received, management of the grant, and compliance with all the terms and conditions of same.

The Responsible Party named in the successful proposal, within a reasonable mutually agreed upon time frame after the activity as established prior to the release of funds by the association, is required to provide the board the following:

A full and complete detailed final budget, accounting for the expenditure of all funds granted by the association.

A brief report on the activity describing and evaluating it from the organizer's perspective in the form of a short article length essay, with accompanying photos as appropriate, which the board may choose publish in the association's newsletter.

An evaluation of the activity from the perspective of the participants of the event. This most desirably should take the form of a short written report from one or more participants that reflects the majority view, however it may take the form of other feedback, and/or be accompanied by, compiled evaluation survey results.

Samples of all materials used to publicize and promote the event, as well as samples of printed materials (program, handouts, etc.) distributed at the event.

## **WHAT YOUR PROPOSAL SHOULD INCLUDE**

A brief, but complete description of the proposed activity. This should include the proposed title/name of the event, all relevant information about the Responsible Party (the one to whom the association will release any funds), a short summary of the qualifications of the presenter/teacher if appropriate, and details of the cost to participants as well as the date, time, and location. Provide all the detail that is necessary to give the board a clear picture of what the proposal is all about, but be as economical with your words as possible.

A short general statement addressing how the proposed activity fits within the overall mission of the association and the stated goals of the grant program. Be sure to highlight which specific part(s) of the mission the proposal addresses. You need to be specific here about exactly how what you're proposing fits under the association's umbrella and where. For example: A proposal to help fund a teaching residency by a master teacher in Guang Ping t'ai chi might address the mission statement's goal of preserving the quality of Guang Ping Yang style T'ai Chi, as well as the grant program's stated goal of increasing the availability of specific expertise and training.

A summary of how the event/activity will be promoted, the target "audience" (i.e. open to the general public, practicing martial artists only, practitioners of Guang Ping, association members, etc.) and the expected number of participants. Describe your intended participant group and the strategy you intend to use to reach the target group and ensure good participation. What methods will you use - print ads, internet, email, flyers... ?

A complete budget showing not only the intended use of grant funds, but all expected expenditures and the source of funds for those anticipated expenses not covered by the grant request.

If the proposal is to help fund a special workshop, class, teaching residency, public presentation, or similar activity the proposal should include a copy of the resume of qualifications of the presenter/teacher/leader/speaker/facilitator, etc. The board may also require references to be used to assist in evaluating the qualifications of a presenter and the merits of the proposal.

## **SUBMISSION OF THE COMPLETED PROPOSAL**

Beginning on August 1, 2002: Mail five (5) complete copies of the proposal packet with all supporting materials to:

GPYTCA Board Mini Grant  
c/o Nick D'Antoni  
962 Hobson Street  
Walla Walla, WA 99362-2479

# Guang Ping Yang T'ai Chi Association

## Mini-Grant Program: Application Form

### RESPONSIBLE PARTY INFORMATION (please type or print legibly)

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Alt. Tel/Fax: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Name of School, Sponsoring Group, or Org. (if appropriate): \_\_\_\_\_

### PROPOSED PROGRAM INFORMATION

Program Title: \_\_\_\_\_ Program Date(s): \_\_\_\_\_

Program Type: \_\_\_\_\_ Time/Duration: \_\_\_\_\_  
(workshop, research project, residency, outreach, etc.)

Please attach the following information about your proposed activity on additional pages as necessary. Please be as brief as possible while providing accurate and complete responses. Refer to "WHAT YOUR PROPOSAL SHOULD INCLUDE" for a more detailed description of the requirements of each element listed below. Thank you!

A brief, but complete description of the proposed activity.

A statement addressing how your proposal fits within the overall mission of the association and the goals of the grant program.

How do you plan to promote the activity and to whom? What is your expected level of participation?

A complete and detailed budget.

If your proposal is to help fund a special workshop, class, a teaching residency, or similar activity please include a copy of the resume of qualifications of the presenter/teacher.

I, \_\_\_\_\_, the named Responsible Party in this application, agree by my signature below to accept all fiduciary responsibility and liability for any and all funds that may be released to me from the Guang Ping Yang T'ai Chi Association under the terms of this proposal. I further agree and certify that the proposal as submitted is true and complete and represents in total all aspects of the proposed activity and no attempt has been made in this document to mislead or misrepresent the purposes for which the Guang Ping Yang T'ai Chi Association may grant funding under this proposal. I also agree to fully comply with any and all written requirements and/or conditions the board of the association and I may agree upon, prior to the release of funds for this endeavor or at any other time, regarding this proposal.

To these ends, I apply my signature below on this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed: \_\_\_\_\_