



Fan Association of North America (FANA)
Grant Application
www.fanassociation.org

A complete application will include this page, the certification page, and responses in narrative form addressing the specific project along with any supporting materials. The complete application should be submitted by February 1 to Katherine Lukas, FANA President, 2 Sterling Lane, #228, Exeter, NH 03833. The application will be reviewed by the Grants Committee with a recommendation submitted to the Board of Directors for any approval. The FANA membership will be asked to endorse any successful grant request at our annual FANA meeting that occurs in the April to May time frame.

Applicant/Organization

Name _____

Address _____

Country, State, Zip _____

Title: _____

Phone (____) _____ Email _____

Are you a registered nonprofit organization? Yes _____ No _____

Category under which support is requested:

Exhibition _____ Conservation _____
Research _____ Publication _____ Other _____

Summary of project description:

Please describe the form of acknowledgement to FANA in this project:

Amount requested from FANA: Maximum _____ Minimum _____

Date submitted to FANA: _____

**FANA Grant Application Certification
(required for all applications)**

We certify that the information in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing Official(s):

Signature: _____ Date Signed: _____

Name (print or type): _____

Title (print or type): _____

Telephone: _____ Email: _____

Project Director:

Signature: _____ Date Signed: _____

Name (print or type): _____

Title (print or type) _____

Telephone: _____ Email: _____

Payee (contact person for grant payment if other than authorizing official*):

Signature: _____ Date Signed: _____

Name (print or type): _____

Title (print or type): _____

Telephone: _____ Email: _____

If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially and administratively responsible for all aspects of the grant and project, and that all aspects must be submitted by the grantee.

It is understood that any individual(s) or organization(s) receiving FANA grant support will provide FANA a final, summary report within 30 days of completion of the project.

Projected completion date: _____ Final report date: _____

The Final Report to be mailed to the Fan Association of North America President, Katherine Lukas, 2 Sterling Lane, #228, Exeter, NH 03833.

Any grant awarded in the publication category will require submission of a minimum of two complimentary copies of the completed project to FANA.

FANA Grant Application Narrative Instructions

All applications must include a summary of estimated costs for the total project by item and amount. This should include items related to direct costs such as any salary requirements, supplied and materials, travel, equipment, printing, photography, and/or any other indirect costs of the project.

Exhibition Requests: In narrative form please address the relevance of the exhibition to hand fans. Your narrative should indicate the number of fans to be displayed, any restoration plans, age, condition, documentation, any catalog or educational materials associated with the exhibit, theme of the exhibit if applicable, any focus on a specific period of history or type of fan, or a special collection. Provide the location and projected dates of the exhibition. Is this a permanent or re-occurring exhibit? Define who will organize the exhibit and their credentials presented in narrative form or by resume. What publicity will be made for this exhibit? Will the exhibit be accessible via electronic medium? Any additional information you find necessary for a complete request and explanation of the project.

Conservation Requests: In narrative form please address the nature of the conservation effort and the name of the conservator/consultant. Describe the individual's qualifications/experience in conservation efforts. A resume submission may be used. Are there members of your staff or other individuals who will be assisting the effort? Please describe the significance of the collection(s) to be affected by this project. Are there recent conservation projects related to this area? What publicity will be made for this project? Any additional information you find necessary for a complete request and explanation of the project.

Research Requests: In narrative form please provide a description of the proposed activity. How will this research benefit a general or specialized audience? Please provide a career summary, background, or resume addressing the qualifications and expertise of the individual(s) involved with the research. What publicity will be made for this project? Will research efforts be published? If yes, provide details of dissemination and access to the material. Any additional information you find necessary for a complete request and explanation of the project.

Publication Requests: In narrative form please describe the publication(s) you are planning. Any author(s) or participants should be identified along with appropriate documentation or qualifications (resume accepted) related to the project. What other publications (catalogs, books, articles) has the individual or institution produced? What are the unique aspects of this current project? Who is the intended audience for this project? What is the number to be printed and how will the publication be made available? What publicity will be made for this project? Any additional information you find necessary for a complete request and explanation of the project.

Other Requests: In narrative form please describe the details of the project. What is the relevance to hand fans? Background information of the focus of the project, projected audience, publicity planned, availability to the public, educational focus? Any additional information you find necessary for a complete request and explanation of the project.