

GUIDELINES FOR THE MINI-GRANT PROGRAM ADOPTED 9/2/2014:

The purpose of the Mini-Grant Program is:

To offer some financial assistance to writers of a specific genre who wish to create an event to promote their books belonging to that specific genre and to promote and publicize the California Writers Club, High Desert Branch.

The financial support will depend upon the individual request on a case-by-case basis and granted or denied after consideration of the proposal by the HDCWC board based on the merits of the proposed event.

Each request granted is not to exceed \$200.00 per event. The HDCWC will apply for venue Insurance, if required by the venue, and requested by the applicant(s). Cost of insurance will be waived for the applicant(s) if it is covered by the CWC.

All members of the HDCWC with books published **in the specific genre** are eligible, and allowed to participate in any book signing or selling of such books at the event. However, the applicant(s) will determine the program platform.

The HDCWC will assist in promoting the event; however, costs of posters, advertising, etc. will be the responsibility of the applicant(s). Use of any part of the mini-grant finances is allowed for this purpose. Flyers, etc., will state that the High Desert Branch of the CWC is sponsoring the event.

Upon completion of the event, within thirty (30) days, the applicant(s) will furnish to the HDCWC board a “close-out” of the event, giving a summary and analysis of the success of their event, and a budget of how the grant money was used.

The Board will review the closeout summaries at the next board meeting following their receipt by the Board, and ongoing evaluation of the merits of the mini-grant program will be done on each event.

The HDCWC Secretary shall maintain a file of mini-grant requests, their outcomes and their dispositions.