

CREATING A WSO CRITIQUE GROUP EDUCATIONAL ACTIVITY FOR WSO 100 GRANT FUNDING

Updated by the WSO 100 Club - April 2025

The goals and purpose of the WSO 100 Club Education Endowment Grants are to fund group educational activities in support of WSO members as they further their artistic creativity.

WHAT IS AN “EDUCATIONAL ACTIVITY”?

Educational Activities should be professionally guided group learning experiences focused on some aspect of water medium skills, techniques, products, art and artists.

Types of Educational Activities that may be eligible for WSO 100 Club grants:

- **Instructor-led workshops of one or multiple days:**
 - **In person** with instructor and participants together in one location.
 - **Online** with live instructor to provide demos and facilitate interactive discussion.
 - **Recorded** instructor-led demos with participants participating along with the video and self-facilitating a group discussion.

Grants may include instructor fees, instructor travel expenses, class materials or lodging. It may also include space or equipment rental. It does not include food or beverages.

- **Field trips** to view exhibits, galleries, artist’s studio, etc. for the purpose of learning more about water medium art and artists. Must include a professionally guided or docent-led tour and a group discussion. Grants may be used to offset the cost of admission for participants, fees for guide or docent, participant group travel or lodging. It does not include food or beverages.

COMPLETED GRANT APPLICATIONS:

- Are accepted beginning January 1 at 9:00AM
- May be applied for at any time during the year
- Are on a first-come, first-served basis
- May be any amount up to \$500 annually per Critique Group

The number of grants given out each year is determined by the WSO 100 Club Board based on their annual budget.

THE PROCESS:

STEP ONE: Design your Workshop - *Download and Read through the APPLICATION PACKET*

The Critique Group Application Packet can be found by going to “Critique Group Workshops” under either the WSO 100 Club or WSO tab online at www.watercolorsofcolorado.com.

- a) **Coordinator:** Select a WSO member as an Education Activity Coordinator. This person will act as the liaison to the WSO 100 Club and WSO. This person is responsible for planning the educational activity, completing the application, managing the grant money and reporting.

- b) **Focus:** Determine your group's learning objectives and focus for the activity.
- c) **Length:** Determine the length of the activity. Most range from one to five days.
- d) **Dates:** Select tentative dates for the activity. Be sure to coordinate with the instructor or check dates for the live online workshop or field trip.
- e) **Instructors:**
 - a. In Person: Find an instructor who meets your group's learning objectives. There is a list of WSO instructors available on the WSO website. Non-WSO instructors may be used but must be reviewed and approved by both WSO and the 100 Club.
 - b. Online and Recorded: Find an instructor who meets your group's learning objectives. Provide detailed information for WSO and the 100 Club to review in order to gain approval for the grant.
 - c. Field Trips: Find a professionally trained person with the knowledge and background on the subject to lead your group during the field and facilitate a group discussion on the topic.
- f) **Locations:**
 - a. In Person: Find a suitable location. Check with your instructor for space and equipment needs. Local art centers are a good resource.
 - b. Online and Recorded: Determine what software application (Zoom, FaceTime, etc.) will be used and ensure that all participants have wi-fi/connectivity access. If meeting together as a group, determine what projection/audio equipment may be needed or if rental equipment is required.
 - c. Field Trips: Identify an exhibit, gallery, artist studio tour, etc. that meets your group's learning objectives. Provide an explanation on why this activity was chosen as well as provide information and details on the activity itself for the WSO 100 Club and WSO to review in order to gain approval for the grant. Organize transportation, lodging, etc. as may be needed.
- g) **Minimum Number of Participants:** A minimum of four participants is required with at least two who are WSO members. It is often a better shared learning experience to have more participants than the minimum.
- h) **Cost per Participant:**
 - a. Determine the overall cost for the activity.
 - b. Determine the individual out-of-pocket dollars each participant will need to pay. It is recommended that participants pay at least some portion of the overall cost to ensure commitment and participation.
 - c. Participant dollars will need to be collected in advance of the activity.
 - d. Determine whether there will be a refund if someone drops out, and whether a replacement is needed to meet the minimum number of participants required for approval of the grant.
- i) **Budget Finalization:** Finalize your budget before completing and submitting the application to the WSO 100 Club for an Education Grant.

STEP TWO: Complete the Application for WSO 100 Club Education Grant

- a) **Apply:** Your Critique Group Education Activity Coordinator should complete the application for the Education Grant and submit it to the WSO 100 Club Education Chair. *Note the selection criteria and submission date/time information of the application.*
- b) **Approval:** If your Education Grant application is approved by the WSO 100 Club, an email with the official approval will be sent to your Critique Group Education Activity Coordinator.
 - a. A check, payable to your Critique Group Education Activity Coordinator will be mailed to your Critique Group Education Activity Coordinator from the WSO 100 Club Treasurer.
 - b. Allow at least three weeks to receive funds.

STEP THREE: Have a Great Workshop!

- a) **Coordinate:** Coordinate the needs of participants and instructors travel, accommodations, miscellaneous expenses, equipment and location needs
- b) **Pictures:** Take pictures of you workshop and share them with WSO and the WSO 100 Club!
- c) **Provide Feedback:** A written review from the participants and the instructor is essential information for us to know how to improve.

STEP FOUR: Workshop Follow-up

- a) **Workshop Completion form:** Within two weeks following the event the Critique Group Education Activity Coordinator will submit the completion form to the WSO 100 Club Education Chair.
- b) **Newsletter Article:** Arrange for one participant to write a short article for the next issue of the Watermark Newsletter. Email the article and photos to both the WSO Education Director and the 100 Club Education Chair.