

# THE FURNITURE FOUNDATION

## *Application Guidelines*

### **TIMELINE**

Three copies of the grant application must be submitted no later than **March 31** of the year in which the grant is sought. The grant administrator will contact you if additional information is required. Applications will be acknowledged upon receipt.

### **APPLICATION GUIDELINES**

Please review these guidelines carefully and submit your proposal in the requested format.

### **Grant Program**

The AHFA Furniture Foundation supports research and educational programs aimed at improving management, manufacturing and marketing within the residential furniture industry.

Projects that meet our objectives:

- Support educational programs focused on product design, innovation, technology, marketing expertise or management development;
- Increase the industry's global competitiveness;
- Train the next generation of skilled industry workers;
- Support research initiatives focused on solving industry challenges and building a stronger industry; OR,
- Prepare future leaders for the industry.

*The Furniture Foundation does not award grants to individuals or government agencies nor does it award grants for any political or religious purposes.*

## **Application Process**

A complete application for a Furniture Foundation grant must include all of the following, submitted in triplicate:

1. A **Cover Letter** with contact information and signature of the Project Contact.
2. A **Brief Summary** of the project for which grant support is sought.
3. A concise **Narrative** (no more than three pages) that describes the project in detail, including:
  - Brief statement of project focus, including specific goals and objectives
  - Target audience (or grant recipients)
  - Project activities
  - Timeline for completion
  - Key staff (with attached resumes)
  - Plan for measuring project results
  - Project budget (both expenses and revenue, if applicable)
  - If the request is for scholarship funds, please provide information on the status of past program graduates in the home furnishings industry.
4. A **Background Summary** of the institution, business or organization seeking the grant. (Include the entity's mission and major activities, along with its credentials for carrying out the proposed project.)
5. A **Conclusion** that briefly summarizes the anticipated long-term results of proposed project.

## **GRANT NOTIFICATIONS**

Grant recipients are notified no later than June 1.

## **CONTACT**

If you have questions about your application, please contact AHFA CEO Andy Counts at [acounts@ahfa.us](mailto:acounts@ahfa.us), or 336-881-0115.