

PART I Vermont State Craft Center: Education Application

GENERAL INFORMATION for Education Center Applicants

Legal Name of Organization		Primary contact person & title	
Address: Street / Town / Zip			
Telephone	Fax	Federal Tax ID#	
Email	Website	What year did organization start?	
# of full time employees:	# of part time employees:	# of Instructors	# of Volunteers:
Business Hours for Administrative Office:		Instructional hours per year:	
Seasonal changes:			

Attachments: Please provide the following materials. Additional materials may be included to support your application.

- ___ Copies of recent: brochure, class schedules, catalogue, flier, press releases, advertisements, etc.
- ___ List of Administrators & Staff, job titles and employment status (paid or volunteer)
- ___ List of Instructors including short bios and employment status (paid or volunteer)
- ___ { Mission Statement (501c3 non-profit organizations)
or
 One page summary, Business Plan (for-profit businesses) Please provide detailed one page description including description of business operations, organizational philosophy, promotional strategies, and goals for the future
- ___ Evaluation Forms/ current surveys (shopper, student, teacher, general facilities)
- ___ Other materials (please describe)

Please indicate (by circling) skill areas that are offered by organization

Basketry pottery glass jewelry knitting metal work paper crafts printmaking quilting spinning/dyeing weaving woodworking

Other areas of instruction: