



2015-2016 Instructions

For Affiliated and Sponsored student groups in the College of Fine Arts

HOW TO APPLY: GRANT PROCESS

ONE> Register as a Student Club: Students wishing to register a student club with ASUU (a process that must be renewed annually) must first find a faculty member in the College who is willing to serve as the faculty advisor for the club. To register a student group, please [visit the ASUU website](#).

TWO> Create a Proposal: Student groups must use the most current **FAF Grants Application, Guidelines & Instructions**, and **Budget Template** (available [here](#)). Each FAF Grants Proposal will consist of three separate sections. Section 1 is the Application Cover Sheet. Section 2 consists of the written application. Section 3 consists of the FAF Grants Budget Template.

Please review the [FAF Grants website](#) for information about grant eligibility and funding restrictions.

THREE> Obtain Signatures: The CFA faculty advisor should review all projects during their development and must sign off on the completed grant proposal prior to the submission deadline. By signing the proposal, the faculty advisor is signifying their approval of the project and that it meets the eligibility and goals of the FAF Grants program. It is the student group's responsibility to get the signed grant proposal immediately to the Department's FAF Grant Rep. The Department's FAF Grant Rep will review the document and provide feedback on any necessary corrections or revisions. It is then the responsibility of the Department's FAF Grant Rep to obtain the CFA Chair/Director's signature and deliver the document to the Dean's Office prior to the deadline. The CFA Chair/Director is expected to review the grant proposal; offer suggestions or revisions; and if the department is in support, sign the grant proposal. By signing the proposal, both the FAF Grant Rep and the chair/director signify their approval of and support for the project/event.

Additional inquiries may be addressed to [Liz Leckie](#), Assistant Dean for Undergraduate Affairs.

FOUR> Submit & Present Proposal: Please follow the format of the application form and be sure that all aspects of the application are addressed. *Incomplete applications will not be considered.*

The original "hard-copy" of the application with original faculty advisor signature, grant proposal, and budget template should be submitted to the Department's FAF Grant Rep prior to the [deadline](#). *Late proposals will not be considered.*

Note: The Department's FAF Grant Rep will be responsible for obtaining the CFA Chair/Director signature and then submitting the document to the CFA Dean's Office, 250 ART, prior to the [deadline](#).

During the Fine Arts Fees Grants Funding Committee Meeting (dates listed above), a representative of the student group must be present to briefly introduce their grant proposal and answer questions that the Fine Arts Fees Grant Funding Committee may have. Within one week after the final submission deadline, an email will be sent to the Student Group Contact(s) indicating their scheduled time to present.

FIVE> Final Project Report: Student Groups have the responsibility of submitting a Final Project Report **two weeks following completion of the project/event or by June 30, 2016, whichever comes first**. Project reports are to be submitted either electronically to FAFGrants@utah.edu or in hardcopy to the Dean's Office in College of Fine Arts (250 ART). Any student group that fails to file a final report by the deadline will not be eligible for funding during the following funding cycle. The final report should include the final budget (budgeted to actual), and a brief description in narrative form of the outcome of the event/project. (See Funding Proposal document.)

PROPOSAL GUIDELINES

Each FAF Grant Proposal will consist of 3 separate sections. **Section 1** is the Application Cover Sheet (see last page). **Section 2** consists of your written application (see below). **Section 3** consists of the FAF Grants Budget Template (see below).

A hardcopy of the FAF Grant Proposal must be submitted to the appropriate FAF Grants Rep prior to the deadline. The FAF Grants Rep will be responsible for obtaining the signature of the Chairperson/Director and then submitting the final document to the Dean's Office.

SECTION 2: RATIONALE

Attach a separate page(s) with the following information to your **Fine Arts Fees Grant Application Cover Sheet**.

Note: Your grant application will be judged based on several factors—including overall quality, clarity of goals/benefits, feasible plan to execute the project within the proposed budget and timeframe.

I. Description of the Project

- A. Executive Summary (a synopsis of your project in 75 words or less)
- Include the student group name, amount of funding requested, and a **brief** statement describing your project.

II. Justification of the Project (Why is this a compelling project? Why should the committee fund this application?)

Please see the eligibility and restrictions in funding on the FAF Grants website to ensure that the project you are proposing can be funded.

III. Complete Explanation of your Project (which needs to include the following information)

- A. Goals of the project (i.e., what will be accomplished and how will it heighten the quality of the student experience?)
- B. Number of students participating in the project and the estimated number of beneficiaries of the project (e.g. potential audience members, other students on campus, etc.)
- C. Feasible budget (see Section 3) and timeline for project, including a firm date of completion of the project/event.
- D. Benefits to enhance the University's cultural community (i.e., how does the project represent scholarly or artistic excellence)

SECTION 3: BUDGET

Be sure to use the correct budget request form. Groups requesting funding for student travel must use the Student Travel Budget Request Form; groups requesting funding for a local project must use the Local Budget Request Form. Instructions for both budget templates are included below.

Budget request forms are color-coded to indicate which cells are for input, which cells are auto-calculated, as well as other cells, which provide different functions:

BUDGET REQUEST FORM CELL COLOR LEGEND	
	<i>Grey cells: input cell. You should only type in these cells.</i>
	<i>Blue cells: auto-calculation cell. Do not type here, these cells are auto-populated</i>
	<i>Orange cells: guideline cell. These cells provide useful information on how to budget specific income & expense items</i>
	<i>Black cells: insert new row cell. To insert new row for the respective section, right click on this cell, select "Insert", then "Entire Row", then ok.</i>

LOCAL GRANT BUDGET REQUEST FORM GUIDELINES

I. BASIC INFORMATION

- A. At the top of the request form, include basic information about your grant including your department/school, name of the student group, and the student contact information. The total grant request amount will be auto-calculated based on the information you include below.

II. PROJECT COSTS

- A. *Project Costs Included in Grant Request* - Include here all costs that you are requesting to be covered by the FAF grant. Project costs included in grant requests are broken down by category, with specific guidelines by category. Grant requests need not include costs for each category and applicants can insert new lines within categories as needed.
- **Advertising:** Include printing & mailing, graphic design fees, etc., here. Generally, print & mail costs should be at most \$100 per event; costs in excess of \$100 per event MUST include an explanation for the excess cost in the comments along with a quote from a print & mail provider justifying the excess cost.
 - **Food:** Include catering for events or meals for guests, such as jurors, here. (Note that per diem for visiting guest artists should be included in the **Guest Artist** section.) Generally, catering for events should be at most \$7 per attendee per event (often it is less than this amount); you MUST include the number of events and expected attendees to justify the total food cost request. If you are requesting food costs for guests, include the number of guests and meals in the comment.
 - **Guest Artist Honoraria, Travel, Lodging & Per Diem:** Nightly lodging must be no more than the University guest house rate (\$99/night), per diem must be at the Federal GSA rate for Salt Lake City (\$61/day). Additionally, applicants MUST provide bio and/or CV for all guest artists to justify honorarium level.
 - **Other:** Include any other costs to be covered by the grant not included in the lines above (e.g., off-campus space rental, production costs, jury costs, supplies, etc.). Be sure that all line items have a specific description of the cost (e.g., no costs described as miscellaneous).

The budget request form will then auto-calculate the total project costs in grant request. This number will also be used in "Total Grant Request" line in the basic information section.

B. *Remaining Project Costs*

- **Other Project Costs Not Included in Grant Request:** Include here all project costs not listed above (e.g., costs in excess of \$6,000 grant limit, costs to be covered by other funding sources).

The budget request form will then auto-calculate the total project costs not included in grant request and the total costs for project.

III. PROJECT INCOME

- **Other Committed University Funding:** Include here any other funding committed by the University, such as funding from your department or school.
- **Anticipated Earned Income:** Include here an estimate of any earned income associated with your project (e.g., ticket sales, application fees, etc.). Be sure to not over-estimate income from ticket sales or application fees, as these sources of income are typically not reliable.
- **Other Funding Sources:** Include here all other sources of funding (e.g., money paid by student participants, fundraising, etc.)

The budget request form will then auto-calculate the total project income, including the total requested grant amount. Your budgeted project costs MUST equal your budgeted project income.

STUDENT TRAVEL GRANT BUDGET REQUEST FORM GUIDELINES

I. BASIC INFORMATION

- A. At the top of the request form, include basic information about your grant including your department/school, name of the student group, travel destination, and the student contact information. The total grant request amount will be auto-calculated based on the information you include below.

II. PROJECT COSTS

- A. *Student Travel Costs* - Include FULL travel costs in this section. Travel costs are broken down into categories, with specific guidelines by category. 50% of transportation and lodging costs will be included in the grant request; 100% of conference registration fees and other costs will be included in grant request, with a maximum grant request of \$6,000. Grant requests need not include costs for each category and applicants can insert new lines within categories as needed. The amount to be included in the grant request will be automatically calculated. Remaining costs must be covered by other sources of funding.

- **Transportation:** Include here any transportation costs (e.g., airfare, bus fare, mileage, etc.). Costs can be included per student or in total. Be sure to include an explanation of any calculations in the comments section. 50% of transportation costs will be included in your grant request.
- **Lodging:** Include here any hotel or other lodging costs. Costs can be included per student or in total. Be sure to include an explanation of any calculations in the comments section. 50% of lodging costs will be included in your grant request.
- **Registration Fees and Other Costs:** Include here any conference registration fees or other travel costs not listed elsewhere. Be sure to include an explanation of any calculations in the comment section. Remember, student meals & per diem CANNOT be included in your student travel grant request. 100% of registration fees and other costs will be included in your grant request.

The budget request form will automatically calculate total travel costs, the amount to be included in the grant request, and the remaining project costs not included in the grant request (50% of transportation and lodging and any costs in excess of \$6,000).

- B. *List of Student Travelers* – List ALL students traveling, along with uID and Department/ School. The budget request will automatically calculate the cost per student. This is a University requirement because any funding awarded to students for travel must be reported to the University Scholarships Office.

III. PROJECT INCOME

- **Other Committed University Funding:** Include here any other funding committed by the University, such as funding from your department or school.
- **Anticipated Earned Income:** Include here an estimate of any earned income associated with your project (e.g., ticket sales, application fees, etc.). Be sure to not over-estimate income from ticket sales or application fees, as these sources of income are typically not reliable.
- **Other Funding Sources:** Include here all other sources of funding (e.g., money paid by student participants, fundraising, etc.)

The budget request form will then auto-calculate the total project income, including the total requested grant amount. Your budgeted project costs **MUST** equal your budgeted project income, as calculated at the bottom of the budget request form.



COLLEGE OF FINE ARTS | UNIVERSITY OF UTAH

2015-2016 Application Cover Sheet

For Affiliated and Sponsored student groups in the College of Fine Arts

Department/School: _____

Name of Student Group: _____

Student Contact Name: _____

Phone Number: _____

Email: _____

Name of Faculty Advisor for the Student Group: _____

Faculty Advisor Email: _____

Faculty Advisor Office Phone: _____

Date of the Event/Program: _____

Note: This date will be the basis of when your final report will be due. You must have a clear ending date for your project and projects must be completed prior to June 30, 2016.

This event/program is Open to the Public (yes or no): _____

Identify what type of program you are requesting funds for (check one):

- Student Performance/Presentation/Exhibition/Competition (*Local and Student Travel*)
- Workshop/Master Classes/Guest Artist (*Local Only*)
- Conference Attendance (*Student Travel Only*)

Amount Requested from Fine Arts Fees: \$ _____

Is partial funding acceptable? (yes or no): _____

Note: If partial funding is not acceptable and the Fine Arts Fees Grant Funding Committee decides to not fund the project fully, no funding will be received.

If "no" please explain:

Reviewed and approved by Faculty Advisor _____

(Signature of Advisor)

_____ Date

Reviewed and approved by FAF Grants Rep _____

(Signature of SAC Rep)

_____ Date

Reviewed and approved by Chair/Director _____

(Signature of Chairperson/Director)

_____ Date

