

Introduction

Q1.



Thank you for your interest in pursuing a FAF Grants for your College of Fine Arts Sponsored Student Org!

This Qualtrics FAF Grants Proposal **REQUIRES** the following steps before it can be successfully submitted:

1. You must meet with your your Unit/Department Business Officer **BEFORE** you begin this proposal to discuss and review your proposed event and budget.
2. You and your faculty advisor should review the [FAF Grants Policy Document](#) for policies that govern FAF Grants, and eligible FAF Grants funding items.

3. You will be required to upload an excel budget spreadsheet to this proposal that lists all funding requests. Budget templates are provided on the FAF Grants website and linked in this survey.
4. You will be encouraged to upload quotes for all funding requests i.e. catering, space rentals, print & mail, equipment rentals, hotel fees, flight estimates, car rentals, and other funding requests. Though this step is not required, FAF Grants are competitive and we encourage you to provide clear and precise estimates.

What happens **AFTER** you submit this Qualtrics FAF Grants Proposal?

1. A confirmation email will be sent to your UMail, your Faculty Advisor UMail, your Unit/Department Head and Business Officer, SAC Faculty Advisor(s) and the FAF Grants Funding Committee.
2. The CFA Dean's Office will confirm that your Sponsored Student Org is eligible for FAF Grants funding.
3. The FAF Grants Funding Committee may contact you via UMail with necessary proposal & budget edits, or questions to clarify your grant.
4. If your Sponsored Student Org is eligible for FAF Grant funding, you will be invited via UMail to present your grant at a FAF Grants Funding meeting. Regularly check

your UMail and remember that UMail does not always automatically forward to personal email addresses.

Q2. What is your Unit/Department? (A summary of your submitted proposal will be emailed to your Unit/Department Head & Business Officer)

- School of Music
- School of Dance
- Theatre Department
- Film & Media Arts Department
- Art & Art History Department

Q3. Provide your full name (not your student org name)

Q4. Provide your UMail (A copy of this completed proposal will be emailed to your UMail)

Q5. Provide your Faculty Advisors name

Q6. Provide your Faculty Advisors UMail (A copy of this completed proposal will be emailed to your Faculty Advisors UMail)

Q7. Your student org is required to meet with your Unit/Departmental Business Officer to discuss your proposal and excel budget spreadsheet before your proposal is submitted. Provide the exact date that you met with your Unit/Departmental Business Officer.
(mm/dd/yyyy)

Q8. During your required meeting, your Unit/Departmental Business Officer provided you with your student org financial chartfield. List your student org financial chartfield.

Q9.

FAF Grants funds are awarded during two funding cycles in the academic year.

- All proposals **MUST** be submitted prior to your planned event/project date.
- All proposals must be submitted by the FAF Grants deadline. Visit the FAF Grants website for [FAF Grants deadlines](#).
- All events must be completed by June 30
- If your student group received notification of an opportunity for a performance or scholarly conference between July 1 and before the Cycle One funding meeting you may submit a proposal for retroactive

funding. (Retroactive proposals are **NOT** accepted during Cycle Two Funding.)

- ○ Retroactive funding is **NEVER** guaranteed.
- Retroactive proposals are only reviewed during Cycle One Funding.
- Retroactive proposals will not be accepted/reviewed at the Cycle Two Funding cycle in the Spring.
- Your student org will be required to upload proof that you received notification of an opportunity for a performance or scholarly conference between July 1 and Cycle One funding meeting
- Retroactive proposals are **NOT** accepted during Cycle Two Funding.

What is the beginning date of your project/event?
(mm/dd/yyyy)

Please note that retroactive proposals are not accepted in Cycle Two

Q10.

Is your student org requesting retroactive funding?

Yes

No

Q11. RETROACTIVE PROPOSALS ARE NOT ACCEPTED DURING CYCLE TWO

Retroactive funding may **ONLY** be awarded if your student group received notification of an opportunity for a performance or scholarly event between July 1 and the Cycle One funding meeting. List the exact date that your student group received notification of an opportunity for a performance or scholarly conference? (mm/dd/yyyy)

Q12.

Upload your letter/email notification that you received notifying you of the opportunity for a performance or scholarly event. Your uploaded document **MUST** be visibly

dated between July 1 and before the Cycle One funding meeting. If your uploaded document does not clearly prove that your student org was notified of an opportunity between these dates, your student org will not be eligible for retroactive funding.

Q13.

What is the expected date of completion of your project/event? (mm/dd/yyyy) Please note that all projects/events must conclude by June 30th.

SECTION ONE: Student Leadership & Involvement Compliance

Q14.

FAF Grants funding is only available to CFA Sponsored student orgs on the SLC campus, that are in good standing with Student Leadership & Involvement. (All SAC's in the

College of Fine Art's are sponsored by their Unit/Department)

- Student Orgs must check their student org profile to make sure they are sponsored at [Campus Connect](#)
- Students wanting to establish a new student org can review the following resources for [New Student Org Registering](#).
 - Student Leadership & Involvement register new student orgs on a rolling basis but it takes approximately 3 weeks to complete the process.
 - Your student org must be sponsored and in good standing on or before the [FAF Grant Funding meeting](#) in order to be eligible for FAF Grants funding.
- Student Orgs can review the following resources for [Reactivating Student Orgs](#)
 - Student Leadership & Involvement reactivate student orgs on a rolling basis but it takes approximately 3 weeks to complete the process.
 - Your student org must be sponsored and in good standing on or before the [FAF Grants Funding meeting](#) in order to be eligible for FAF Grants funding.

Q15.

Use your student org [Campus Connect](#) profile to answer the following question. What is your student org classification in [Campus Connect](#)? (Please note: All SACs are sponsored by their Unit/Department and they do not have a Campus Connect profile.)

- Our student org is a SAC and we are sponsored by our Unit/Department
- Our Campus Connect profile lists our org as a Sponsored Student Organization
- Our Campus Connect profile lists our org as an Affiliated or Registered Student Organization
- Our Campus Connect profile is not active because we are establishing a new student org or reactivating our student org

Q16.

Your student org MUST be classified as "sponsored" BEFORE our [FAF Grants funding meetings](#). List the exact date that your student org began the process to become sponsored with Student Leadership & Involvement:

Q17.

Use your student org [Campus Connect](#) profile to answer the following question (If you are in the process of becoming a sponsored student org, list what will be in your Campus Connect profile). What is the exact name of your CFA Sponsored Student Org?

Q18. Use your student org [Campus Connect](#) profile to answer the following question (If you are in the process of becoming a sponsored student org, list what will be in your Campus Connect profile). Your student org Campus Connect profile must list three, currently enrolled student officers and their uMails. List the full names and U Mails of your three officers listed in your student groups Campus Connect profile. (Example: President, Jane Doe, jane.doe@utah.edu)

Q19.

Use your student org [Campus Connect](#) profile to answer the following question (If you are in the process of becoming a sponsored student org, list what will be in your Campus Connect profile). Your student org Campus Connect profile must list your CFA Faculty Advisor and their uMail. List the name and uMail of your student org CFA Faculty Advisor.

SECTION TWO: Proposal synopsis

Q20.

FAF Grants is a competitive process so we encourage you to work with your student org, your faculty advisor, and your Unit/Department Head & Business Officer to develop a well developed synopsis of your grant. You will be presenting to student leaders who are not from your Unit and may not be as familiar with your art form. Develop a concise synopsis and explanation.

This section will identify which type of your FAF Grant proposal you are completing. There are two different types

of FAF Grant proposals:

A Local FAF Grant Proposal

- Your student group is hosting a masterclass
- Your student group is holding an exhibition
- Your student group is giving a presentation
- Your student group is bringing a guest artist
- Your student group is hosting an event

A Travel FAF Grant Proposal

- Your student group is attending an off-campus conference
- Your student group is attending an off-campus workshop or masterclass
- Your student group is visiting an off-campus location
- Your student group is meeting an artist off-campus

Q21. What kind of project or event is your FAF Grants proposal?

FAF Grants Local Proposal

Q22. Identify what type of travel event/project you are requesting funds for:

- Our student group is attending an off-campus conference
- Our student group is attending an off-campus workshop or masterclass
- Our student group is visiting an off-campus location
- Our student group is meeting an artist off-campus

Q23. Identify what type of local project/event you are requesting funds for:

- Our student group is hosting a masterclass
- Our student group is holding an exhibition
- Our student group is giving a presentation
- Our student group is bringing a guest artist
- Our student group is hosting an event

Q24. Provide a brief synopsis of your proposal:

Q25. Is your event/project open to the public?

- No
- Yes

Q26. Describe the direct and/or long-term benefits to students or the student experience.

Q27. Approximately how many students will be participating in your event/project?

Q28. How will your event/project enhance the arts on campus and how does your event/project represent scholarly or artistic excellence?

Q29. Who are the beneficiaries (potential audience members, other students on campus, students who will attend post-conference meetings, etc.) of your event/project? What is the estimated number of beneficiaries of your event/project?

Q30.

Explain your timeframe for your FAF Grant project in detail. When will you begin and complete each step? What steps have already been completed?

Q31.

No FAF Grant event/project will be funded in which students receive a grade, course credit (such as a study abroad, service-learning course, attendance credit, etc.) because of involvement with the event/project. Will students receive a grade or University credit as a result of involvement with your event/project?

Yes

No

Q32. No FAF Grant event/project will be funded in which students receive a grade, course credit (such as a study abroad, service- learning course, attendance credit, etc.) because of involvement with the event/project. The FAF Grants Funding Committee cannot review this proposal.

SECTION THREE: Funding Request & Budget Breakdown

Q33.

To develop your FAF Grants budget and complete this section, you must complete the following steps. Please remember that FAF Grants is a competitive process and we encourage your sponsored student org to develop a clear and concise budget to help the FAF Grants Funding Committee understand your event/project. FAF Grants is a competitive process!

Step One: Download a Local or Travel Budget Excel Spreadsheet and review the [2023-24 FAF Grants Policy](#)

[Document](#) that lists FAF Grants requirements and funding limitations.

- [2024-25 Local FAF Grant Budget](#)
- [2024-25 Travel FAF Grant Budget](#)

Step Two: The FAF Grants committee will closely review your budget! Work with your student org members, your faculty advisor, and your Departmental Business Officer to determine anticipated needs, associated costs, and to develop a coherent budget. Gather quotes/estimates for all requested expenses. You are encouraged to upload these quotes to this section. Remember that you are **required** to meet with your Departmental Business Officer so they can review your budget.

Step Three: Upload your Local or Travel Budget Excel Spreadsheet at the bottom of this section.

Q34. FAF Grants is a competitive program and funding limitations may require partial funding of your proposal? Will your student org accept partial funding?

PLEASE NOTE: If partial funding is unacceptable and the FAF Grant Funding Committee decides not to fully fund your proposal, no funding can be given.

- Yes
- No

Q35. What partial amount can your student org accept to produce your event/project? You **MUST** list an **EXACT** amount and round up to the nearest dollar.

Q36. Guest Artist Honoraria requests require an artist bio or CV. Are you requesting funds for a guest artist honorarium?

- Yes
- No

Q37. Upload an artist bio or CV of your guest artist.

Q38.

A University Travel Audit Fee is assessed for all travelers and it **must** be included on your budget Excel spreadsheet. Your Unit may cover the fee for each traveler, or you may be required to include this fee in your budget request. Is the University Travel Audit Fee included in your budget excel spreadsheet?

- Individual Domestic Trip Fee \$25
- Individual International Trip Fee \$35
- Group Domestic Trip Fee \$50
- Group International Trip Fee \$100

- Yes. A fee has been listed for each traveler on our budget excel spreadsheet, and we are requesting FAF Grants funding to cover the fee(s)
- Yes. Our Unit/Department has agreed to cover the fee for each traveler and each fee is listed as "Other Project Costs Not Included" on our budget excel spreadsheet

Q39. FAF Grant funds **cannot** be used to purchase non-consumable materials, gifts, or equipment. (e.g. film equipment, gift cards, organization memberships, flowers).

Does your budget Excel spreadsheet request funds to purchase non-consumable materials, gifts, or equipment?

Yes

No

Q40.

FAF Grants funds **cannot** be used for student per diem, entertainment expenses, food at conferences, workshops, or events. This includes museum entrance fees, theatre tickets, snacks, bottled water, etc. Does your budget Excel spreadsheet request funds for any of the above?

Yes

No

Q41.

FAF Grants funds **cannot** be used to cover costs associated with computer software, website creation, or website maintenance. Does your budget Excel spreadsheet request funds for any of the above?

Yes

No

Q42.

Funding for STUDENT travel including air, car, bus, metro, and all lodging expenses may be funded at no more than 50%, (conference/registration fees can be paid up to 100%)

Does your budget Excel spreadsheet request more than 50% of all costs for student traveling?

Yes

No

Q43. CFA Sponsored Student Orgs **cannot** seek funding from ASUU. Does your budget spreadsheet list ASUU funds as additional funding resources?

Yes

No

Q44. FAF Grants funds **cannot** be used for cash awards, gifts, prizes, gift cards, gambling, raffles, fundraisers of any kind, or to purchase items that student orgs intend to sell.

Does your budget Excel spreadsheet request funds for any of the above?

- Yes
- No

Q45. FAF Grant funds are not typically awarded to pay U of U students for participation in the event/project. A U of U student may ONLY be paid if a) the U of U student is not a member of your CFA Sponsored Student Org, AND b) the proposed event/project is clearly outside of, or in addition to the U of U student's usual responsibilities. Does your budget excel spreadsheet include a request to pay a U of U student(s) for participation in the event/project?

- Yes
- No

Q46.

Payments for students must be approved & processed by your Departmental Business Officer. Did your student org meet with your Departmental Business Officer to review

your Budget Excel Spreadsheet and request to pay students?

Yes

No

Q47.

Provide the student(s) name and UNID and explain how they are not a member of your CFA Sponsored Student Org and how the proposed event/project is clearly outside of, or in addition to the U of U student's usual responsibilities.

Q48. FAF Grant funds are not typically awarded to pay U of U faculty or staff for participation in the event/project. U of U faculty or staff may ONLY be paid if the proposed event/project is clearly outside of, or in addition to U of U faculty or staff responsibilities. Does your budget excel

spreadsheet include a request to pay a U of U faculty or staff for participation in the event/project?

Yes

No

Q49.

Payments for faculty/staff must be approved & processed by your Unit/Departmental Business Officer. Did your student org meet with your Departmental Business Officer to review your Budget Excel Spreadsheet and request to pay faculty/staff?

Yes

No

Q50.

Provide the faculty/staff name, uNID, and explain how their role in your proposed event/project is clearly outside of, or in addition to the U of U faculty or staff usual responsibilities.



Q51.

Your Excel spreadsheet must list names, uNIDS, and the department/ school of **ALL** students that will be traveling. Does your Excel spreadsheet correctly list names, uNIDS, and the department/ school of ALL students that will be traveling?

- Yes
- No

Q52.

All students traveling **MUST** be a registered member of your student group and **MUST** be listed as members on your Campus Connect profile. Are all traveling students registered members of your org, and listed on your Campus Connect profile?

- Yes

No

Q53.

All traveling students must be current, matriculated students at the time of travel. Will all traveling students be matriculated students at the time of travel?

Yes

No

Q54. Sponsored Student Orgs are restricted from using Go Fund Me, Venmo, or other fundraising avenues outside of the UofU. Your Sponsored Student Org **SHOULD NOT** fundraise without first discussing it with your Faculty Advisor and Departmental Business Officer. Does your budget spreadsheet list funds from Go Fund Me, Venmo, or other fundraising avenues outside of the UofU as other other funding sources?

Yes

No

Q55. If funds have already been collected via Go Fund Me, Venmo, or other avenues, you must immediately notify your Departmental Business Officer so they can transfer these funds to a University Donor account or a budget line that takes donor funds. Provide the University Donor account or budget line that your Departmental Business Officer will be using to transfer these funds.

Q56.

Student orgs may only request \$6,000 in FAF Grants Funds in an academic year. List the amount that your student org is requesting and round up to the nearest dollar:

Q57.

FAF Grants funding is a very competitive process, and the funding committee would like to review estimates and/or quotes for all of your funding requests.

- Attach a PDF packet containing a quote/estimate for each funding item requested on your budget Excel spreadsheet
- Clearly label the quote/estimate so the funding committee can easily identify your requests
- Though this is not required, this step is highly recommended.

Q58. Upload your completed Local of Travel FAF Grant Excel Budget Spreadsheet.