



Instructions

For College of Fine Arts Sponsored Student Organizations in the College of Fine Arts
Updated August 2021

How to apply for a Travel FAF Grant

The Fine Arts Fees (FAF) Grant program is competitive. The FAF Grants committee will review your Travel FAF Grant proposal and budget for overall quality, clarity of goals & benefits, and feasibility of your project within your proposed budget and timeframe. Carefully review these Travel FAF Grant proposal and budget instructions to ensure that your proposal can be funded and that the items for which you are requesting funding are fundable. All electronic FAF Grants communication will be via uMail. Students and faculty must regularly check uMail. The following is a list of steps to complete your Travel FAF Grant proposal. If you have questions regarding the proposal process, email FAFGrants@utah.edu

1. Become a CFA Sponsored Student Organization

FAF Grants funding is only available to CFA student groups that are registered as a CFA Sponsored Student Organization in good standing with Student Leadership & Involvement. If you are a new/prospective student organization, you must seek official recognition from Student Leadership & Involvement during one of the new student org recognition periods. For more information visit the [Student Leadership & Involvement](#) website. Previously recognized student organizations must complete the annual renewal process as outlined by Student Leadership & Involvement, including, but not limited to, updating officer information on [Campus Connect](#). Note: CFA Sponsored Student Organizations utilizing the FAF Grants funds must have a CFA faculty advisor.

2. Connect with your FAF Grants Representatives

Reach out to all of your department [FAF Grants representatives](#) to discuss your proposal to make sure it is eligible for funding. Your FAF Grants representatives can help review your proposal and provide feedback. Though this is not required, it is strongly recommended.

3. Develop your Travel FAF Grant Proposal and Budget

Your Travel FAF Grant Proposal will consist of a two parts:

a) Travel FAF Grant Proposal

Complete the following Travel FAF Grant proposal. Proposals must be submitted prior to your planned event/project. Proposals must list a clear date for your event/project and it must

be completed prior to June 30th. Proposals are not typically awarded retroactively; however, if a student group received notification of an opportunity for a performance or scholarly conference between July 1 and the fall FAF Grants funding meeting, the student group may submit a proposal for retroactive funding. Retroactive funding is never guaranteed. Proposals submitted in the spring are not available for retroactive funding.

b) Travel FAF Grant Budget Template

Complete the Travel FAF Grant budget template located on the [FAF Grants website](#). Carefully review the following Travel FAF Grant budget instructions for a list of restrictions on the use of FAF Grant funds. (CFA Sponsored Student Groups cannot seek funding from ASUU so ASUU funds should not be included in the budget.)

4. Obtain your CFA Faculty Advisor Signatures

a) FAF Grants Faculty Advisor Responsibilities form signature

You must provide your CFA faculty advisor with the following FAF Grants Faculty Advisor Responsibilities form. This form must be completed and attached to your signed proposal. Electronic signatures are acceptable.

b) Travel FAF Grant proposal signature

Your faculty advisor must review your proposal during development and must sign off on the completed proposal prior to submission to your [FAF Grants representatives](#). By signing the proposal, your faculty advisor signifies their approval and support for your Travel FAF Grant proposal. Electronic signatures are acceptable.

5. Submit your Travel FAF Grant Proposal to your FAF Grants Representatives

After your proposal is signed by your CFA faculty advisor, you must submit your proposal to all of your department [FAF Grants representatives](#). Your Department FAF Grants representatives will review your proposal, and provide feedback on necessary corrections or revisions. If your FAF Grants representatives are in support, one representative will sign your proposal. By signing the proposal, your FAF Grants representative signifies approval and support of your proposal. Electronic signatures are acceptable.

After your department's FAF Grant representative signs your proposal, they will submit your proposal to your department chair/director for review. Your chair/director will review your proposal

and offer suggestions or revisions. If your chair/director is in support, they will sign your proposal. By signing the proposal, your chair/director signifies their approval and support of your proposal. Electronic signatures are acceptable.

Your department's FAF Grants representative will email your proposal and budget to the CFA dean's office at fafgrants@utah.edu by the deadline. Late proposals are not considered. FAF Grants deadlines are listed on the [FAF Grants website](#).

6. Present your Travel FAF Grant Proposal

If your Travel FAF Grant proposal is accepted by the FAF Grants committee, a representative of your student group must present your proposal at the FAF Grants funding meeting. An email will be sent to your student group contact(s) uMail indicating your scheduled time to present. Your student group's representative will briefly introduce your proposal to the FAF Grants committee and answer questions that the committee may have. FAF Grants funding meeting dates are listed on the [FAF Grants website](#).

7. Complete your Post-Award Requirements

If your Travel FAF Grant proposal is awarded FAF Grants funds, student groups must visit the [FAF Grants website](#) for a detailed list of post-award information and requirements.



Travel FAF Grants Budget Instructions

The Travel FAF Grant budget template is located on the FAF Grants website. Carefully review these Travel FAF Grant budget instructions to ensure that your proposal can be funded and that the items for which you are requesting funding are fundable. Your completed budget must be turned in with your signed proposal.





1. When developing your Travel FAF Grant budget, take note of the following restrictions on the use of FAF Grant funds.

- The maximum FAF Grants award for each student group is \$6,000 annually.
- Student Groups must submit a separate proposal for each proposed project. Multi-project grants are not funded.
- No event/project will be funded for which students receive a grade or University credit as a result of involvement with the proposed event/project.
- Monies are not typically awarded for funding parties or other social events.
- Monies cannot purchase non-consumable materials, gifts, or equipment.
- Student travel will only be funded if students are performing, presenting, exhibiting their creative or scholarly research, or attending a professional or scholarly conference. Funding may only be awarded for students directly involved.
- Student travel funding can only be received by matriculated (degree seeking) students. Students must be matriculated at the U of U at the time of the proposed travel.
- Funding for student travel (including air, car, bus, metro and all lodging expenses) may be funded at no more than 50%, but conference/registration fees can be paid up to 100%.
- FAF Grant funds are not typically used 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 Group, AND b) the proposed event/project is clearly outside of, or in addition to the U of U student's usual responsibilities.
- FAF Grant funds may not be used to pay U of U faculty/staff. Faculty/staff may ONLY be paid when the proposed event/project is clearly outside of, or in addition to, their usual duties. Does
- The University requires that any direct financial benefit awarded to a student be reported to the University Scholarships Office. The most common example of this would be FAF Grants awarded for student travel. FAF Grants funding that is awarded as a direct financial benefit to a

student will be reported to the University Scholarships Office, and the student's cost of attendance will be adjusted accordingly.

2. Carefully review these instructions for completing your Travel FAF Grant budget.

Instructions for completing your Travel FAF Grant budget are included below. At the top of the Travel FAF Grant budget template, include basic information about your Travel FAF Grant proposal including your department/ school, student group name, and student contact information. The total grant request amount will be auto-calculated based on the information you include below. The travel budget request template is color-coded to indicate which cells are for input, which cells are auto-calculated, as well as other cells, which provide different functions:

TRAVEL FAF GRANT BUDGET REQUEST FORM CELL COLOR LEGEND	
	GREY CELLS ARE INPUT CELLS: You should only type in these cells.
	BLUE CELLS ARE AUTO-CALCULATION CELLS: Do not type here, these cells are auto-populated.
	ORANGE CELLS ARE GUIDELINE CELLS: These cells provide useful information on how to budget specific income & expense items.
	BLACK CELLS ARE FOR INSERTING NEW CELLS: To insert new row for the respective section, right click on this cell, select "Insert", then "Entire Row", then "OK."

Costs Included in your Travel FAF Grant Budget

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 the grant request, with a maximum grant request of \$6,000 your Travel FAF Grant budget must include costs for all relevant categories; applicants may insert new lines as needed. Remaining costs must be covered by other sources of funding. Common travel grant categories include registration fees, travel audit fees, lodging, and transportation. 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).

Project Income

Common on-campus/local grant income often includes the following categories: other committed university funding, anticipated earned income, and other funding sources. 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.

Student Travelers

You must list all students traveling, along with University ID and department/ school. Every student listed must be matriculated and registered with your student group. Your budget request will automatically calculate the cost per student. This is a University requirement. The University Scholarship Office tracks money awarded to students. The University requires that any direct financial benefit awarded to a student be reported to the University Scholarships Office. FAF Grants funding that is awarded as a direct financial benefit to a student will be reported to the University Scholarships Office, and the student's cost of attendance will be adjusted accordingly.