



## Proposal

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

### Travel FAF Grant Proposal

The Fine Arts Fees (FAF) Grant program is competitive so we encourage your student group to work with your FAF Grants Representatives and your CFA Faculty advisor to develop your proposal. The FAF Grants committee will review your proposal and budget for overall quality, clarity of goals/benefits, and feasibility of your project within your proposed budget and timeframe. Carefully follow 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. If you have questions regarding the proposal process, please email [FAFGrants@utah.edu](mailto:FAFGrants@utah.edu). The FAF Grants committee will only consider FAF grants applications that include this Travel FAF Grant proposal and the Travel FAF Grant budget spreadsheet.

### Department/School

### Name of Student Group

Is your student group registered as a CFA Sponsored Student Organization with Student Leadership & Involvement? Yes      No

### Student Group Leader name

### Student Group Leader uNID

### Phone

### Student Group Leader uMail

### Faculty Advisor name

### Phone

### Faculty Advisor uMail

**Proposals must list a clear date for your event/project and it must be completed prior to June 30<sup>th</sup>. List the exact date of the event/project**

*Proposals must be submitted prior to your planned event/project. 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 Grant 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.*

### Amount Requested from FAF Grants \$

*Maximum FAF Grants award for each student group is \$6,000 annually.*

**If partial funding is unacceptable and the FAF Grants committee decides not to fully fund your proposal, no funding can be given. Is partial funding acceptable? If no, explain why you cannot accept partial funding.**

**Is your event/project open to the public?    Yes            No**

**Identify what type of event/project you are requesting funds for**

**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**

**Provide a synopsis of your Travel FAF Grant proposal.**

**Does your proposal include interdisciplinary activities? (i.e. working with different departments, or with students across majors) If yes, please explain.**

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

**How many students will be participating in your event/project?**

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

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

**The FAF Grants Committee is interested in how your student group continues to improve and innovate your FAF Grants proposal. If your student group has previously been funded by FAF Grants, list the recent year & semester that you were funded, and describe the improvements or innovations that you've made to this new proposal.**

**Explain your timeframe for your FAF Grant project in some detail. When will you begin and complete each step?**

**Regarding your budget Excel spreadsheet, are your line-item calculations specific and based on solid estimates?**

**Explain how you calculated your line items and indicate that they are based on real estimates.**

**FAF Grant funded CFA Sponsored Student Groups CANNOT seek funding from ASUU. Does your budget excel spreadsheet include ASUU funds as another funding source? Yes No**

**CFA Sponsored Student groups must submit a separate proposal and budget excel spreadsheet for EACH proposed project. Multi-project grants are not funded. Does your proposal and budget Excel spreadsheet request funds for a multi-project grant? Yes No**

**Your FAF Grant funded events/project cannot be funded if students receive a grade or University credit as a result of involvement with the event/project. (Credit includes grades, bonus points, attendance points.) Will students receive a grade or University credit as a result of involvement with your event/project? Yes No**

**FAF Grant funds cannot be used to purchase non-consumable materials, gifts, or equipment. Does your budget Excel spreadsheet request funds to purchase non-consumable materials, gifts, or equipment? Yes No**

**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. Does your budget excel spreadsheet include a request to pay a U of U student for participation in the event/project?**

**Yes      No**

**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 your budget excel spreadsheet include a request to pay U of U faculty/staff for participation in the event/project?**

**Yes      No**

**If your budget excel spreadsheet DOES request funds to pay U of U students, faculty, or staff, provide the participants name, uNID and their role in your event/project.**

**Payments for faculty/staff are reviewed & processed by your Departmental Budget Officer. Has your student group met with your Departmental Budget Officer to review your Budget Excel Spreadsheet and payments to students, faculty or staff?**

**Your budget excel spreadsheet must list all students traveling, along with University ID and department/ school, and every student listed must be matriculated, and registered with your student group. Does your budget excel spreadsheet list all students traveling, their uNID, their department/ school, and is every student listed matriculated & registered with your student group.    Yes      No**

By signing this FAF Grants proposal, I indicate that our student group is registered as a CFA Sponsored Student Organization with Student Leadership & Involvement. I approve our FAF Grants proposal, timeline and estimated costs, and agree that it meets the eligibility and goals of the FAF Grants program. I acknowledge that CFA Sponsored Student Organizations are subject to the policies and procedures ([University Rule 6-401A](#)) that govern the University of Utah, whether events are held on-campus or off-campus. These include but are not limited to the University of Utah [drug and alcohol policy](#), [liability/field trip guidelines](#), [food distribution policy](#), student organization classification policy, the [driver training program](#), [social media guidelines](#), and the University of Utah's relevant [operational guidelines](#) regarding COVID-19 (e.g. travel restrictions, physical distancing protocols, limitations on gatherings).

**Name of Student Group Leader**

**Student Signature**

**Date**

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**Name of Faculty Advisor**

**Faculty Advisor Signature**

**Date**

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**Name of FAF Grants Rep**

**FAF Grants Rep Signature**

**Date**

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**Name of Chair/Director**

**Chair/Director Signature**

**Date**



## FAF Grants Faculty Advisor form

Faculty Advisor Name

Title

Faculty Advisor Phone

uMail

Name of Sponsored Student Organization

**By signing this form, I acknowledge that I am serving as a FAF Grants Faculty Advisor for the listed CFA Sponsored Student Organization and I am responsible for maintaining compliance with the following University of Utah Sponsored Student Organization policies and procedures, and FAF Grants policies and procedures:**

- Provide significant oversight in the creating, coordinating and completing of the funded project
- Adhere to the funded project's timeline and budget. When discrepancies in the timeline or spending occur, advise the student group to communicate those to the FAF Grants committee for approval by email at [fafgrants@utah.edu](mailto:fafgrants@utah.edu) as soon as possible and prior to the completion of the project. If significant changes to your timeline, budget, or project occur, changing either the nature or actuality of the project, approval from the FAF Grants committee must be requested and granted prior to the project continuing; if this does not occur, the FAF Grants committee may opt to rescind funding and/or disqualify the student group from receiving for funding in future cycles.
- FAF Grants funded CFA Sponsored Student Organizations and are subject to the policies and procedures ([University Rule 6-401A](#)) that govern the University of Utah, whether events are held on-campus or off-campus. These include but are not limited to the University of Utah [drug and alcohol policy](#), [liability/field trip guidelines](#), [food distribution policy](#), student organization classification policy, the [driver training program](#), [UMC social media guidelines](#), and the University of Utah's relevant [operational guidelines](#) regarding COVID-19 (e.g. travel restrictions, physical distancing protocols, limitations on gatherings).
- Know the FAF Grants requirements and restrictions on use of funds and advise the student group accordingly. The requirements and restrictions on use of FAF Grant funds are located on the FAF Grants website.
- Remind student group leader(s) to meet with the Departmental Budget Officer prior to money being spent. The Budget Officer will explain what documentation and information is needed in order for reimbursement from the FAF Grants funds to occur and the timeframe needed, as well as outline your department's procedures. Failure to do so could result in delayed or forfeited reimbursement.
- Student Groups funded in the Fall cycle that are completed in the Spring or Summer terms must submit a status report. The student group and you will be notified via uMail if a status report is due. All funded CFA Student Groups must submit a final report two weeks after completing their project/event. The student group and you will be notified via uMail when the final report is due. The status report and final report are located on the [FAF Grants](#) website.

Faculty Advisor Signature

Date

**If you have any questions about this form, contact your departmental [FAF Grants Representative](#) or Liz Leckie [liz.leckie@utah.edu](mailto:liz.leckie@utah.edu)**