



**Fine Arts Fees Grants Description:**

Fine Arts Fee Grants (FAF Grants) are student fee monies available to CFA Sponsored Student Organizations (on the SLC Campus). ASUU does not fund sponsored College of Fine Arts Sponsored Student Organizations. FAF Grants support student-led, non-credit activities that enhance student learning and experiences by delivering arts events to the University of Utah and the community at large. The FAF Grants Funding Committee awards up to \$125,000 annually.

**FAF Grants Funding Committee:**

The [FAF Grants Funding Committee](#) (Funding Committee) is constituted of CFA ASUU representatives, and three elected/appointed members from each CFA unit. Ideally these three representatives would be a 1<sup>st</sup> or 2<sup>nd</sup> year undergraduate student, a 3<sup>rd</sup> or higher-year undergraduate student, and a graduate student (if no graduate program, then another 3<sup>rd</sup> or higher-year student). SAC Chair(s) must ensure there are three members from their unit serving on the Funding Committee. The selection of Funding Committee members must be completed before the first FAF Grants Welcome Meeting in the fall semester. Each Funding Committee member can serve for two years, either consecutively or otherwise. The Funding Committee and FAF Grants process is coordinated and facilitated by the CFA Associate Dean for Undergraduate Student Affairs, the CFA Financial Analyst, and the CFA Administrative Assistant for Undergraduate Affairs. These members of the CFA Dean's Office are non-voting members of the committee.

**FAF Grants Email Communication:**

All FAF Grants email communication is conducted via the University UMail system. This includes communication to FAF Grants Representatives, CFA Sponsored Student Orgs, Student Org Faculty Advisors, and the CFA Dean's Office. All FAF Grants Funding Committee members may be contacted via email at [fafgrants@utah.edu](mailto:fafgrants@utah.edu).

**FAF Grants Proposal:**

Funding Committee members must review this FAF Grants policy document and the FAF Grants application so they can answer FAF Grants-related questions. Information about the FAF Grants application process is available on the FAF Grants webpage at: <https://finearts.utah.edu/students/general/faf-grants-and-college-student-council>

**FAF Grants Funding Committee Meetings:**

The following FAF Grants meetings are required attendance for all FAF Grants Representatives (CFA ASUU Representatives are not required to attend but are welcomed to do so). If a Funding Committee member is unable to attend a meeting, a proxy must represent the Funding Committee member. The Associate Dean for Undergraduate Student Affairs should be notified in advance and provided with the name and UMail of the proxy who will be attending.

### FAF Grants Welcome & Leadership Role Meetings

There are two Welcome & Leadership Role meetings each academic year, one in the fall and one in the spring. Funding Committee members are required to attend these training meetings early in the semester to review questions & concerns about the FAF Grants process and their roles.

### FAF Grants Meeting with CFA Chairs/Directors

There is one required meeting with CFA Chairs/Directors, Departmental Business Officers, and Departmental FAF Grants Representatives in the fall and one optional meeting in the spring. These meetings are scheduled by the CFA Dean's Office after the FAF Grants proposal deadline to discuss questions and/or concerns with the CFA Units/Departments.

### FAF Grants Prep Meetings

There are two Prep Meetings each academic year, one in the fall and one in the spring before the FAF Grant Funding Meetings. At these meetings, the committee will review submitted grants, and discuss questions or concerns. This meeting enables Funding Committee members to connect with student orgs and communicate grant revisions or required clarifications prior to inviting student orgs to present proposals at the Funding Meeting.

### FAF Grants Funding Meetings

There are two [FAF Grant Funding Meetings](#) each academic year, one in the fall and one in the spring. After the spring FAF Grants funding meeting, the Funding Committee will discuss the FAF Grants policy and process and discuss changes for the next academic year. CFA Chairs/Directors are invited to attend Funding Meetings, but they are not required to attend, and they do not hold a vote in funding decisions. Only the Funding Committee has voting power to award or deny a grant.

### **Who May Apply for FAF Grants:**

CFA Sponsored Student Orgs (on SLC Campus) in good standing with the department of [Student Leadership & Involvement](#) may apply for FAF Grants funding. (ASUU does not fund sponsored College of Fine Arts student organizations). Good standing refers to an organization maintaining its requirements for sponsorship recognition including completion of all required training and keeping their [Campus Connect](#) profile updated. Funding is awarded to support student-driven, noncredit projects that 1) enhance student learning, and/or 2) enhance the student experience for the larger University community, and/or 3) create or host arts events on campus or in the greater Salt Lake Area. FAF Grants projects must originate in the CFA, be advised by a CFA faculty member, and may involve students from other colleges.

### **Funding Committee Members and Participation in Student Orgs:**

Funding Committee members are allowed to be members of CFA Student Orgs who are seeking FAF Grants funding. At the FAF Grants Prep Meeting, Funding Committee members must indicate grants with which they are involved. Funding Committee members cannot present FAF Grant proposals at Funding Meetings and they cannot provide additional information at Funding Meetings, but they are allowed to vote at Funding Meetings.

### **FAF Grants Funding Meeting Process:**

Once the FAF Grants Funding Committee has approved grant proposals for presenting, student org representatives are contacted by the Dean's Office to present proposals at the [FAF Grants Funding Meeting](#). Representative(s) from each CFA student org must present their grant proposal at the FAF Grant Funding Meeting. Funding Committee members may ask questions to clarify proposals and to determine whether all aspects of the grant are eligible for funding. Student Orgs have approximately 5 minutes to present proposals: 1-2 minutes to present the grant and any updates/corrections to the submitted proposal and approximately 3-5 minutes for Funding Committee questions. A designated timekeeper is used to make sure presentations are running according to their allotted time.

After the student orgs have presented, Funding Committee members prioritize funding of the grant proposals by submitting a ranking-sheet ballot. After the individual rankings have been tallied, Funding Committee members discuss the averaged rankings to determine how fees will be awarded for that grant cycle.

The Funding Committee has 20-minutes allotted for "open discussion" of the proposals. After the initial 20 minutes, the committee follows Robert's Rules of Order—by making a motion, debating the motion, and voting on the motion. A student leader, serving as Parliamentarian, ensures Roberts Rules are followed accurately. The final determination of funding is based on the Funding Committee's discussion during the meeting and a majority vote of those in attendance.

#### **Evaluating FAF Grants Proposals:**

Funding Committee members evaluate proposals based on several factors: the proposal's overall quality, its clarity of goals/benefits, and how feasible the execution of the project is within the proposed budget and timeframe. Within the proposal, the following topics should be addressed if they are applicable:

- Direct and/or long-term benefits to students or the student experience
- Innovation of proposed project
- Interdisciplinary activities
- Number of students involved/impacted
- Special opportunities

#### **Rules, Procedures, Guidelines, Forms and Other Related Resources Governing FAF Grants**

- FAF Grants funding guidelines are subject to all State of Utah and University of Utah policies.
- Recognized Student Organization Classification: [University Rule 6-401A](#)
- Student Leadership & Involvement Guidelines:
  - [Campus Connect Guidebook](#)
  - [New Student Org Registration](#)
  - [Student Org Reactivation](#)
  - [Faculty Advisor Toolkit](#)
  - [Registered Student Org Toolkit](#)
- Campus Security Drug & Alcohol Policy: [Policy 1-011](#)
- Risk Management: [Field Trip Recommendations & Liability Waivers](#)
- Environmental Health & Safety: [Food Handling at Campus Events](#)

- Policy 3-031: [Recruitment and Entertainment Expense Reimbursement Policy](#)
- Expenditure and Reimbursement Requirements: [University Rule 3-010A](#)
- Code of Student Rights and Responsibilities: [Policy 6-400](#)
- [ASUU Redbook](#)
- Office of Sponsored Projects: [Driver Training](#)
- University Marketing & Communications: [Social Media Guide](#)
- University of Utah's nondiscrimination policies per University of Utah: [Policy 5-106](#).

### **FAF Grants Restrictions:**

CFA Sponsored Student orgs must work with their FAF Grants Representatives, student org leaders, CFA Faculty Advisor, and Unit/Department Head & Business Officer to abide by all University policies and procedures. The FAF Grants Funding Committee may also establish additional funding guidelines as deemed necessary.

- The ASUU Government does not fund student orgs that are sponsored by the CFA. CFA sponsored student orgs cannot request funds from ASUU. ([Redbook 6.12](#))
- The maximum FAF Grants award for each student org is \$6,000 annually.
- Student orgs must submit a grant for each unique proposed project. Multi-project grants will not be funded.
- 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.
- Student Orgs will only spend funds according to the specific line items enumerated in its approved budget. However, the funding committee may approve reallocation of funds within the entity's approved budget if FAF Grants is notified in advance and approves the reallocation.
- The University is tax exempt, and FAF Grants is prohibited from reimbursing and using student fees for taxes.
- FAF Grants funds will not pay for services for which there is an unmanaged conflict of interest. See [University Rule 1-006E](#) about Individual Conflict of Interest for Financial Transactions. Conflicts of interest include any time in which a member of the organization is directly or indirectly receiving financial benefits or compensation.
- There are two FAF Grants funding cycles. All important FAF Grants funding cycles deadlines are posted on the [FAF Grants webpage](#).
  - Cycle One FAF Grants Funding Cycle:
    - The cycle one funding meeting takes place in the fall. Applications may be submitted for events that take place between July 1 through June 30 of the funding year.
    - Proposals are not typically awarded retroactively; however, if a student org receives notification of an opportunity for a performance or scholarly conference between July 1 and the fall FAF Grant funding meeting, the student org may submit a proposal for retroactive funding.
    - Retroactive funding for cycle one proposals is never guaranteed.
  - Cycle Two FAF Grants Funding Cycle:

- The cycle two funding meeting takes place in the spring. Applications may be submitted for events that take place after the spring FAF Grants Funding Meeting and until June 30 of the funding year.
- All cycle two proposals must be submitted prior to the planned event/project.
- Proposals submitted in cycle two are not available for retroactive funding.

### **Description of Eligible FAF Grants Funding Items and Associated Policies:**

CFA sponsored student orgs must work with their FAF Grants Representatives, student org leaders, CFA Faculty Advisor, and Unit/Department Head & Business Officer to abide by all University policies and procedures.

- Advertising
  - Banners, posters, fliers, printing, shipment of advertising materials, etc.
- Food
  - Catered food for performances, openings, arts events, food related to the org event. Hosting an event(s) or opening(s) where the food helps to demonstrate a concept or idea regarding the org.
  - Not eligible – dinners, or food for a regularly scheduled org meeting(s) solely for the purpose of eating.
  - If your campus event is accessible to the public and will involve food preparation and serving on site, you must obtain a [Salt Lake County Health Department Temporary Food Event Permit](#) and a Food Handler’s Permit. Food preparation includes making cotton candy, popping popcorn, grilling, roasting or toasting.
    - In some situations, using a caterer will not eliminate the need for an event permit. If the caterer will be preparing food away from their licensed kitchen, a permit from the Health Department may also be required.
    - [Temporary Food Event Permit](#) (permit ranges from \$65-95 and must be submitted 12 days before the event to avoid a \$40 late fee). [Food Handler’s Permit](#) may take up to two weeks for processing (permit ranges from \$24-30). Both permits must be on-site during the event.
  - Only pre-prepared & pre-packaged foods may be distributed to the public without an event permit on campus. Handing out food of any kind still requires a [Food Handler’s Permit](#) (permit ranges from \$24-30). Permit processing can take up to two weeks and permit must be on-site during the event.
  - Review the University [Food Handling Guide](#) or read the Health Department requirements at their [website](#).
- Professional Support
  - All negotiated contracts must be authorized, approved, and signed by the appropriate University official in accordance with University policies before such contract will be binding to the University. Student orgs must work with their CFA Faculty Advisor and Unit/Department Head & Business Officer when negotiating contracts.
  - Examples of who may be paid for professional support include artists, performers, industry experts, professors outside University of Utah, scientists, and researchers. Students in funded student orgs may not be paid for their professional support.

- FAF Grant funds are not typically used to pay U of U students for participation in events/projects. A U of U student may ONLY be paid if a) the U of U student is not a member of the 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. Student Orgs must work with their CFA Faculty Advisor and Unit/Department Business Officer when paying students.
- 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. Student Orgs must work with their CFA Faculty Advisor and Unit/Department Business Officer when paying faculty or staff.
- Registration
  - Cost for registering organization members for workshops, conferences, summits, including virtual conferences. Individual student membership dues for national organizations, conferences, summits etc, are not eligible.
- Room and Equipment Rental
  - Equipment must be rented and not purchased. ([University Policy 3-041](#)).
  - Room and equipment rentals must be for the entire student organization and not for individual use
  - Student orgs must follow University facilities policies and procedures for use of University facilities.
    - Student orgs must not disturb, obstruct, or interfere with the regular activities of the University.
    - Student orgs must not damage or disturb landscape, nor damage or deface structure or property.
    - Noise levels must not exceed those permitted by SLC ordinance, state law, or University Policy.
    - Event guests must not exceed maximum occupancy of the room or venue
    - Equipment rental is allowed if the rental is relevant to the purpose of the organizations event. Examples: venue rental, technical support, sound system, lights, tents, tools, etc.
  - Unallowable equipment purchases include websites, website maintenance, URL's, computer software, etc.
    - Review the [Marriot Library Student Checkout Equipment](#) list for available rental equipment
    - [Campus Recreation Services](#) also provides low-cost outdoor equipment for rent
- Supplies
  - Supplies purchased must be for the entire student organization, not for individual use, and should be pertinent to the mission and operations of the organization event.
  - Letterhead, envelopes, or business cards can be funded, but may not contain individual name(s). These items must contain the organizational name.
  - All other supplies, whether reusable or one-time use, must be intended to be consumed or used up by the end of the project.
- Organizational Apparel

- Apparel must prominently display the organization name and/or logo and must be done through [University approved vendors](#). Apparel must be solely for the student membership of the organization and may NOT be sold as a fundraising activity.
  - Any artwork with the University of Utah trademark must be reviewed and approved by the [Trademarks & Licensing Office](#). The office requires a design proof to be submitted in advance (mockup or photograph, or image of the apparel).
  - Travel
    - Travel and per diem for visiting artists/lecturers coming to campus can be paid in full.
    - Lodging costs for the visiting artist/lecturers are funded at the departmental standard nightly rate for the [University Guest House](#).
    - Airfare for visiting travelers and student travelers must be arranged in accordance with University travel policy ([University policy 3-030](#))
    - If any traveler (student travelers, guest artists visiting campus, etc.) would like to use flight credits (in any form) and do not seek reimbursement, it must be approved by unit Budget Office and the CFA Assistant Dean for Finance and Operations prior to the proposal being submitted. Documentation of approval must be submitted to [fafgrants@utah.edu](mailto:fafgrants@utah.edu)
    - If any traveler (student travelers, guest artists visiting campus, etc.) would like to use flight credits (in any form) and seek reimbursement, it must be approved by unit Budget Officer and the CFA Assistant Dean for Finance and Operations prior to the proposal being submitted. Documentation of approval must be submitted to [fafgrants@utah.edu](mailto:fafgrants@utah.edu)
    - All travelers (student travelers, guest artists visiting campus, etc.) require a travel audit fee (\$12) and must be included in the student org budget.
    - 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%.
    - Student travel funding can only be received for matriculated (degree seeking, student fee paying) students. Students must be matriculated at the University of Utah, SLC campus at the time of the proposed travel.
    - Student travel will only be considered if the students are performing, presenting, or exhibiting creative or scholarly research, or attending a professional or scholarly conference. Funding is only awarded for the students directly involved.
    - Signed [Assumption of Risk Waivers](#) are required from each student traveler per trip to be collected by the student org leader and submitted to the student org faculty advisor at least two weeks in advance of the date of departure of any travel.
    - Any student org requesting funds for the use of a motor vehicle must be covered by liability and collision insurance in accordance with University Travel Office requirements.
    - FAF Grants will not fund food or entertainment expenses incurred while at or travelling to or from conferences, conventions, educational or social experiences or the like. This includes museum entrance fees, theatre tickets, etc.
    - FAF Grants funds will not fund per diem for student travelers.
- Note: The University requires that direct financial benefits awarded to students be reported to the University Scholarships Office. (Example: student travel) FAF Grants funding that is awarded as a direct financial benefit to students must be reported to the University Scholarships Office, so the student's cost of attendance will be adjusted accordingly.

### **Description of non-eligible FAF Grants Funding Items and Associated Policies:**

CFA Sponsored Student orgs must work with their FAF Grants Representatives, student org leaders, CFA Faculty Advisor, and Unit/Department Head & Business Officer to abide by all University policies and procedures.

- Travel
  - Funds cannot be used for entertainment expenses or food at conferences, workshops, or events. This includes museum entrance fees, theatre tickets, etc.
  - FAF funds will not fund 12-15 Passenger Vans. Travel by bus will only be funded if operated by a paid professional driver. Student Orgs taking rental vehicles out of state must first receive permission from the Dean of Student's Office. ([University Policy 3-030](#); [University Policy 3-215](#))
  - Student orgs should use vehicles from the University Motor Pool or Utah State Motor Pool for local travel. Students should use only those outside rental agencies recommended by the University Travel Office.
  - 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%.
  - Per diem for students is not fundable.
- Food
  - Funds cannot be used for entertainment expenses or food at conferences, workshops, or events. This includes museum entrance fees, theatre tickets, snacks, bottled water, etc.
  - The use of FAF Grants funds for the purchase of alcoholic beverages or bartending services is prohibited as per University Policy and Utah State Law. ([University Policy 3-031](#))
  - Funds are not awarded for student org parties/social events, and this includes food.
- Professional Support
  - Funds cannot be used for internships, residencies, rotations, intramural sports teams, or NCAA teams.
  - Funds cannot be used for tuition or scholarships.
  - Funds cannot be used to pay for personal compensation of any student org member in a funded student org.
  - No 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.
- Fundraising & Gifts
  - Funds cannot be used for cash awards, gifts, prizes, gift cards ([University Policy 3-031](#)), nor for gambling (including raffles)/casino nights ([Utah Code Section 76-10-1102](#))
  - Fundraisers of any kind are not funded by FAF Grants.
  - Sponsored student orgs are restricted from using GoFundMe, Venmo or other fundraising/fund collecting avenues, other than the University. All Sponsored student orgs must follow University guidelines and procedures for fundraising including but not limited to using a University Donor account or a budget line that receives donor funds. For



fundraising guidelines and resources, student orgs should visit [Recognized Student Organizations](#).

- Funds cannot be used to purchase items that student orgs intend to sell.
- FAF Grants funds cannot be allocated or apportioned to any corporation, organization, or group to directly raise funds for another corporation, organization, or group.
- Advertising
  - FAF Grants will not fund individual academic, editorial, or literary or artistic publications including journals, magazines, newspapers, periodicals, quarterlies, or reviews.
  - Funds cannot be used for letterhead or business cards for student orgs listing the names of individual students.
- Supplies
  - Funds cannot be used to purchase anything regarded as Hazardous by the Environmental Health and Safety Department ([University Policy 3-041](#))
  - FAF Grants cannot be used to purchase medical equipment or supplies, including but not limited to; new or previous used medical, dental, or surgical supplies or appliances that could be used to provide patient care.
  - Funds cannot be used for building repairs, operations, or maintenance ([University Policy 3040](#)).
  - Funds cannot be used to cover costs associated with computer software, website creation, or website maintenance.
  - FAF Grants will not pay for duplicate services, which are defined as services that the University has already contracted for and is readily available and free to use (Examples: website costs, marketing services, storage fees, computer software, etc.).
  - Funds cannot be used to purchase weapons ([University Policy 1-003](#)).

**Reimbursement Process and Restrictions for Awarded FAF Grants:**

- The CFA Dean's Office will email FAF Grant award notifications with Status Report Deadlines and/or Final Report deadlines to student org UEmails provided in the application.
- Student orgs who do not submit Status Reports and/or Final Reports by the dates indicated in their award letter or June 30 (whichever comes first), are at risk of losing FAF Grants funding and/or being eligible for FAF Grants funding next cycle.
- Student orgs must work through their sponsoring department to complete purchases. Student orgs will complete departmental reimbursement procedures, and the sponsoring department will receive the reimbursement. Student orgs who do not work with their sponsoring department, are ineligible for FAF Grant reimbursement.
- Student orgs will only spend funds according to the specific line items enumerated in its approved budget. However, the Funding Committee may approve reallocation of funds within the entity's approved budget if FAF Grants is notified in advance and approves the reallocation.
- Unit/Department Business Officers must submit reimbursement requests and supporting documentation on or before 30 days after the reported event date.
- All reimbursement requests and receipts must be dated within the respective fiscal year: July 1 through June 30.

- The University of Utah is tax exempt. FAF Grants is prohibited from reimbursing and using student fees for taxes
- Any CFA sponsored student org awarded funding in the previous cycle that has failed to properly credit FAF Grants sponsorship on event marketing, advertising, and/or programs will not be eligible for funding during the following funding cycle.