

How to apply for a Local FAF Grant

The Fine Arts Fees (FAF) Grants program is competitive. The FAF Grants committee will review your Local 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 Local 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 Local FAF Grant proposal. If you have questions regarding the proposal process, please 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 your department's [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. Note: This is not required but it is strongly recommended.

3. Develop your Local FAF Grant Proposal and Budget

Your Local FAF Grant proposal will consist of a two parts:

a) Local FAF Grant Proposal

Complete the following Local 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) Local FAF Grant Budget

Complete the Local FAF Grant budget template located on the [FAF Grants website](#). Carefully review the following Local 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 form. This form must be completed and attached to your signed proposal. Electronic signatures are acceptable.

b) Local FAF Grant proposal signature

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

5. Submit your Local FAF Grant Proposal to your FAF Grants Representative

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

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

If your Local 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 Local 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.



Local FAF Grants Budget Instructions

The Local FAF Grant budget template is located on the FAF Grants website. Carefully review these 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. (CFA Sponsored Student Groups cannot seek funding from ASUU. ASUU funds should not be included in the budget.)

1. When developing your Local 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.
- CFA Sponsored Student Groups cannot seek funding from ASUU so ASUU funds should not be included in the budget.
- 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 event/project.
- Monies are not typically awarded for funding parties or other social events.
- Monies cannot purchase non-consumable materials or equipment.
- Travel and per diem can be paid in full for visiting artists/lecturers coming to campus. Lodging costs are funded at the departmental rate for the University Guest House.
- 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

2. Carefully review these instructions for completing your Local FAF Grant Budget.

Instructions for completing your Local FAF Grant budget are included below. At the top of the Local FAF Grant budget template, include basic information about your Local 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 local 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:

LOCAL 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 Local FAF Grant Budget

Include all costs that you are requesting to be covered by FAF Grants funds. Event/project costs included in FAF Grants requests are broken down by category, with specific guidelines by category. Grant requests must include costs for all relevant categories; applicants may insert new lines as needed. Common local FAF Grants categories include advertising, food, guest artist honoraria, travel, audit fees, lodging, and per diem. The budget request template will auto-calculate your total event/project costs in “Grant Request.” This number will also be used in the “Total Grant Request” line in the basic information section.

Other Costs not included in your Local FAF Grant Budget

Include all project costs not listed above (e.g., costs in excess of your \$6,000 grant limit, costs to be covered by other funding sources, costs covered by donations, costs waived by the your department, etc.). The budget request template will auto-calculate your total event/project costs not included in your grant request and the total costs for project.

Project Income

Local FAF Grants income often includes the following categories: other committed university funding, anticipated earned income, and other funding sources. CFA Sponsored Student Groups cannot seek funding from ASUU. The budget request template will auto-calculate the total project income, including the total requested grant amount. Your budgeted event/project costs must equal your budgeted project income.