ELIGIBILITY AND GOALS
Any College of Fine Arts’ student group that is registered with ASUU may apply for funding from the Fine Arts Fees Grant Funding Committee for noncredit activities that 1) enhance student learning and/or 2) enhance the student experience for the larger University community and/or 3) create or host fine arts events on campus and in the greater Salt Lake City area. Projects must originate in the College of Fine Arts, be supported by a College of Fine Arts faculty member and the department chair or director, and may involve students from other colleges.

While all Fine Arts student groups must be registered with ASUU, they may not apply directly to ASUU for funding. Instead, groups must apply for Fine Arts Fees Grants (FAF Grants) to be awarded support.

The Fine Arts Fees Grants funding committee evaluates each proposal based on several factors—including overall quality, clarity of goals/benefits, ability to execute the project within the proposed timeframe, and appropriateness of estimated expenses. Within the proposal, the following topics should be addressed:

- 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
- University or community service projects

(Proposals need not address all of the topics listed above, but should address any that are applicable)

Special Note: 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. As a result, the receipt of a FAF Grant should not impact a student’s financial aid or scholarship awards, if applicable.

Restrictions on Use of Funds

- The maximum Fine Arts Fees Grants award is $6,000.
- No projects will be funded for which students will receive a grade or university credit as a result of involvement with the proposed project.
- Monies are not typically awarded for funding parties or other social events.
- Only 30 percent of FAF Grants funds may be used for off-campus benefit, including student travel.
- Travel and per diem can be paid in full for visiting artists/lectures coming to campus. Lodging costs will be funded at the departmental rate for the University Guest House.
- Student travel will only be considered if the students are performing, presenting, or exhibiting their creative or scholarly research. Funding may only be awarded for the students directly involved.
- 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%.
- These funds do not pay for student per diem.
- These funds may not be used to pay students for their participation in the project.
• These funds may only be used to pay staff if the proposed activity is clearly outside of (or in addition to) their usual duties.
• These funds may not be used to pay faculty.

DEADLINES
There are two funding meetings per year, one each semester.

Fall Semester
• Applications due to the Department’s SAC/FAF Grant Rep – **September 19, 2014 by 5PM**
  *(the Department SAC/FAF Grant Rep will be responsible for obtaining the CFA Chair/Director Signature)*
• Applications due to the CFA Dean’s Office (250 ART) – **September 26, 2014 by 5PM**
• Fine Arts Fees Grant Funding Committee Meeting – **October 10, 2014 at 3:00 pm**

Spring Semester
• Applications due to the Department’s SAC/FAF Grant Rep – **February 6, 2015 by 5PM**
  *(the Department SAC/FAF Grant Rep will be responsible for obtaining the CFA Chair/Director Signature)*
• Applications due to the CFA Dean’s Office (250 ART) – **February 13, 2015 by 5PM**
• Fine Arts Fees Grant Funding Committee Meeting – **February 27, 2015 at 3:00 pm**

Proposals must be submitted prior to the planned project/event. Proposal are not awarded retroactively, except for the following circumstance: The committee will consider proposals at the Fall meeting for projects/events that occur between July 1 and the Fall meeting – however, funding is not guaranteed.

HOW TO APPLY: GRANT PROCESS

Register as a Student Club: Students wishing to register a student club with ASUU (a process that must be renewed annually) must first find a faculty member in the College who is willing to serve as the faculty advisor for the club. To register a student group, please visit the ASUU website and refer to the Student Group Information page or contact a CFA ASUU representative.

Create a Proposal: Student groups must use the most current FAF Grants Application, Guidelines & Instructions, and Budget Template (available at: finearts.utah.edu/students/scholarshipsgrants/). Each FAF Grants Proposal will consist of 3 separate sections. Section 1 is the Application Cover Sheet. Section 2 consists of the written application. Section 3 consists of the FAF Grants Budget Template.

Obtain Signatures: The CFA faculty advisor should review all projects during their development and must sign off on the completed grant proposal prior to the submission deadline. It is the student group’s responsibility to get the signed grant proposal immediately to the Department’s SAC/FAF Grant Rep. The Department’s SAC/FAF Grant Rep will review the document and provide feedback on any necessary corrections or revisions. It is then the responsibility of the Department’s SAC/FAF Grant Rep to obtain the CFA Chair/Director’s signature and deliver the document to the Dean’s Office prior to the deadline. The CFA Chair/Director is expected to review the grant proposal; offer suggestions or revisions; and if the department is in support, sign the grant proposal. By signing the proposal, both the SAC/FAF Grant Rep and the chair/director signify their approval of and support for the project/event.

Additional inquiries may be addressed to Liz Leckie, Assistant Dean for Undergraduate Affairs.
Submit & Present Proposal: Please follow the format of the application form and be sure that all aspects of the application are addressed. Incomplete applications will not be considered.

The original “hard-copy” of the application with original faculty advisor signature, grant proposal, and budget template should be submitted to the Department’s SAC/FAF Grant Rep prior to the deadline listed above. Late proposals will not be considered.

Note: The Department’s SAC/FAF Grant Rep will be responsible for obtaining the CFA Chair/Director signature and then submitting the document to the CFA Dean’s Office, 250 ART, prior to the deadline listed above.

During the Fine Arts Fees Grant Funding Committee Meeting (dates listed above), a representative of the student group must be present to briefly introduce their grant proposal and answer questions that the Fine Arts Fees Grant Funding Committee may have. Within one week after the final submission deadline, an e-mail will be sent to the Student Group Contact(s) indicating their scheduled time to present.

Final Project Report: Student Groups have the responsibility of submitting a Final Project Report two weeks following completion of the project/event or by June 30, 2015, whichever comes first. Project reports are to be submitted either electronically to FAFGrants@utah.edu or in hard-copy to the Dean’s Office in College of Fine Arts (250 ART). Any student group that fails to file a final report by the deadline will not be eligible for funding during the following funding cycle. The final report should include the final budget (budgeted to actual), and a brief description in narrative form of the outcome of the event/project. (See details below.)

Funded Proposals

Award Notification: The CFA Dean’s Office will send award notifications to each group within one week after the FAF Grants funding committee meeting.

If funding is granted and accepted by the student group, the group agrees to the following terms and conditions:

- Include the FAF Grants logo or the line “This event is supported in part by Fine Arts Fees” in all marketing materials, advertising and programs for the event.
- Marking materials for all events “open to the public” will be sent to liz.leckie@utah.edu two weeks prior to the event for electronic dissemination to students in the CFA.
- The officer(s) of the student group awarded funds will submit a final report (as described below) no later than two weeks after the event is completed.
- All funds are to be used only as intended and described in the original proposal. In some circumstances, a budget may need to be revised (for example, if student groups do not receive full funding or estimated costs are not aligned with actual costs). Revisions to a proposed budget must be approved in advance by Liz Leckie, Assistant Dean for Undergraduate Affairs, and cannot exceed the original funded amount.
- Any funds that are not spent as requested are returned to the FAF Grants fund for redistribution.
- Any funds spent beyond what has been awarded will not be reimbursed and become the responsibility of the student group.
- Prior to spending any money, the officer(s) of the student group will meet with the departmental business officer about how to access their funds and receive reimbursement.
- All official communications with the CFA will be via email. Students are responsible to check their email for requests for information and deadlines.
Final Project Report: Student groups have the responsibility of submitting a final project report two weeks following completion of the project/event or by June 30, 2015, whichever comes first. Final project reports should be submitted either electronically to FAFGrants@utah.edu or in hard-copy to the CFA Dean’s Office (250 ART) prior to the deadline.

**FAF GRANTS FINAL REPORT GUIDELINES:**
The final project report should include a brief description in narrative form of the outcome of the event/project (see details below) and the final budget (budgeted to actual). Specific FAF Grants final project report expectations are listed below:

- A written report addressing all of the following items:
  a) Project benefits to the student group, including educational benefits
  b) Project benefits to the University and/or community
- Photo and/or video documentation
- Programs from the event and copies of posters, postcards and any other advertising
- An itemized fiscal report of the project expenses
- A supporting report from the departmental business officer verifying the disbursement of funds
2014-2014 CFA SAC Chairs, FAF Grant Representatives, Departmental Chairs/Director & Budget Officer

Art & Art History ~
UG SAC Chair: Cheryl Sandoval  clsandyval@gmail.com
Grad SAC Chair: Justin Watson  u0381856@utah.edu
FAF Grants Representative: Christina Jones  christinajones4@gmail.com
Departmental Chair: Brian Snapp  b.snapp@utah.edu
Budget Officer: Janet Soller  janet.soller@utah.edu

Ballet ~
UG SAC Chair: Andrea Gossels  alfie.gossels@gmail.com
FAF Grants Representative: TBN
FAF Grants Representative: TBN
Departmental Chair: Brent Schneider  brent.schneider@utah.edu
Budget Officer: Glenda Staples  glenda.staples@utah.edu

Film & Media Arts ~
UG SAC Chair: Karem Orrego  karem.orrego.cota@gmail.com
GRAD SAC Chair: Stephane Glynn  stephaneglynn@gmail.com
FAF Grants Representative: TBN
Departmental Chair: Kevin Hanson  kevin.hanson@utah.edu
Budget Officer: Paula Lee  paula.lee@utah.edu

Modern Dance ~
UG SAC Chair: Elle Johansen  elleskye06@gmail.com
GRAD SAC Chair: Kelly Bruce  kellyb893@gmail.com
FAF Grants Representative: Grace Cheney  gracemcheney@hotmail.com
Departmental Chair: Stephen Koester  stephen.koester@utah.edu
Budget Officer: Glenda Staples  glenda.staples@utah.edu

Music ~
UG SAC Chair: Mitchell Bodily  bassoon.bodily@gmail.com
GRAD SAC Chair: Shana Osterloh  shanaosterloh@gmail.com
FAF Grants Representative: Maren Christensen  marenkates@gmail.com
Director: Miguel Chuaqui  m.chuaqui@utah.edu
Budget Officer: Michelle Coulam Addison  michelle.addison@utah.edu

Theatre ~
UG SAC Chair: Leah Hassett  leah.hassett@utah.edu
FAF Grants Representative: TBN
FAF Grants Representative: TBN
Departmental Chair: Gage Williams  gage.williams@utah.edu
Budget Officer: Colleen Ruth  c.ruth@utah.edu

2014-2015 ASUU Senator & Assembly Representatives

CFA Senator: Cindy Chen  cchen@asuu.utah.edu
CFA Assembly Member: Sawson Gholami  sawghol95@gmail.com
CFA Assembly Member: Erin Williams  erinwills24601@yahoo.com