**HOW TO APPLY PROCESS**

**ONE> Register as a Student Group:** Students wishing to register a student group 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](http://asuu.utah.edu/).

**TWO> Create a Proposal:** Student groups must use the most current **FAF Grants Application**, **Guidelines & Instructions**, and **Budget Template** (available [here](http://www.finearts.utah.edu/students/fafgrants)). Each FAF Grants Proposal will consist of three separate sections. Section 1 is the Application Cover Sheet. Section 2 is the written application. Section 3 is the FAF Grants Budget Template.

Please review the [FAF Grants website](http://www.finearts.utah.edu/students/fafgrants) for information about grant eligibility and funding restrictions.

**THREE> 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. By signing the proposal, the faculty advisor is signifying their approval of the project and that it meets the eligibility and goals of the FAF Grants program, the timeline, and estimated costs, as well as acknowledging that they have read and understand the faculty advisor letter. It is the student group’s responsibility to get the signed grant proposal immediately to the Department’s FAF Grant Representatives. The Department’s FAF Grant Representatives will review the document and provide feedback on any necessary corrections or revisions. It is then the responsibility of the Department’s FAF Grant Representatives to obtain the CFA Department Chair/Director’s signature. 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 FAF Grant Representatives and the chair/director signify their approval of and support for the project/event.

Additional inquiries may be addressed to the FAF Grants Committee.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 FAF Grant Rep prior to the [deadline](http://www.finearts.utah.edu/students/fafgrants). *Late proposals will not be considered.*

**Note:** The Department’s FAF Grant Representatives will be responsible for submitting the document to the CFA Dean’s Office, 250 ART, after obtaining the CFA Department Chair/Director signature and prior to the [deadline](http://www.finearts.utah.edu/students/fafgrants).

During the Fine Arts Fees Grants 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 email will be sent to the Student Group Contact(s) indicating their scheduled time to present.

**FIVE> 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, whichever comes first***. If this date changes, you must notify the FAF Grants Committee*.* Project reports are to be submitted either electronically to FAFGrants@utah.edu or in hardcopy 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 Funding Proposal document.)

## PROPOSAL GUIDELINES

**Each FAF Grant Proposal will consist of 3 separate sections. Section 1 is the Application Cover Sheet (see last page). Section 2 is your written application (see below). Section 3 is the FAF Grants Budget Template (see below).**

After obtaining the signature of your faculty advisor, a hardcopy of the FAF Grant Proposal must be submitted to the appropriate FAF Grants Representatives prior to the deadline. The FAF Grants Representatives will be responsible for obtaining the signature of the Chairperson/Director and then submitting the final document to the Dean’s Office.

## SECTION 2: RATIONALE

*Attach a separate page(s) with the following information to your* ***Fine Arts Fees Grant Application Cover Sheet****.*

***Note:*** *Your grant application will be judged based on several factors, including its overall quality, clarity of its goals/benefits, and how feasible the execution of the project is within the proposed budget and timeframe.*

### I. Description of the Project

A. Executive Summary (a synopsis of your project in 75 words or less)

* Include the student group name, amount of funding requested, and a **brief** statement describing your project.
1. **Justification of the Project** (Why is this a compelling project? Why should the committee fund this application?) Please see the eligibility and restrictions in funding on the FAF Grants website to ensure that the project you are proposing can be funded and that the items for which you are requesting funding are fundable.
2. **Complete Explanation of your Project** (which needs to include the following information)
3. Goals of the project (i.e., what will be accomplished and how will it heighten the quality of the student experience?)
4. Number of students participating in the project and the estimated number of beneficiaries of the project (e.g. potential audience members, other students on campus, students who will attend post-conference meetings, etc.)
5. Feasible budget (see Section 3) and timeline for project, including a firm date of completion of the project/event.
6. Benefits to enhance the University’s cultural community (i.e., how does the project represent scholarly or artistic excellence?)

## SECTION 3: BUDGET

*Be sure to use the correct—****current****—budget request form. Groups requesting funding for student travel must use the Student Travel Budget Request Form; groups requesting funding for a local project must use the Local Budget Request Form. Instructions for both budget templates are included below.*

Budget request forms are color-coded to indicate which cells are for input, which cells are auto-calculated, as well as other cells, which provide different functions:

|  |
| --- |
| **BUDGET REQUEST FORM CELL COLOR LEGEND**  |
|   | *Grey cells: input cell. You should only type in these cells.*  |
|   | *Blue cells: auto-calculation cell. Do not type here, these cells are auto-populated*  |
|   | *Orange cells: guideline cell. These cells provide useful information on how to budget specific income & expense items*  |
|   | *Black cells: insert new row cell. To insert new row for the respective section, right click on this cell, select “Insert”, then “Entire Row”, then ok.*  |

## ON-CAMPUS LOCAL GRANT BUDGET REQUEST FORM GUIDELINES

### I. BASIC INFORMATION

A. At the top of the request form, include basic information about your grant including your department/ school, name of the student group, and the student contact information. The total grant request amount will be auto-calculated based on the information you include below.

### II. PROJECT COSTS

A. *Project Costs Included in Grant Request*—Include here all costs that you are requesting be covered by the FAF grant. Project costs included in grant requests are broken down by category, with specific guidelines by category. Grant requests need to include costs for all relevant categories; applicants can insert new lines as needed. Common on-campus local grant categories include advertising, food, guest artist honoraria, travel, audit fee, lodging, and per diem.

The budget request form will then auto-calculate the total project costs in grant request. This number will also be used in “Total Grant Request” line in the basic information section.

*B. Remaining Project Costs*

 **Other Project Costs Not Included in Grant Request:** Include here all project costs not listed above (e.g., costs in excess of $6,000 grant limit, costs to be covered by other funding sources, costs covered by donations, costs waived by the department, etc.). The budget request form will then auto-calculate the total project costs not included in grant request and the total costs for project.

### III. 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.

**STUDENT TRAVEL GRANT** **BUDGET REQUEST FORM GUIDELINES**

### I. BASIC INFORMATION

A. At the top of the request form, include basic information about your grant including your department/school, name of the student group, travel destination, and the student contact information. The total grant request amount will be auto-calculated based on the information you include below.

### II. PROJECT COSTS

*Student Travel Costs -* 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 grant request, with a maximum grant request of $6,000. Grant requests need to include costs for all relevant categories; applicants can insert new lines as needed. The amount to be included in the grant request will be automatically calculated. Remaining costs must be covered by other sources of funding. Common travel grant categories include registration fees, travel audit fee, 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).

### III. 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.

*List of Student Travelers* – List ALL students traveling, along with University ID and Department/ School. Every student listed here should be registered with the student group. The budget request will automatically calculate the cost per student. This is a University requirement. The University Scholarship Office tracks money awarded to students.



**Application Cover Sheet**

*For Affiliated and Sponsored student groups in the College of Fine Arts*

## SECTION 1: Cover Sheet

**Department/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Student Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Contact Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name of Faculty Advisor for the Student Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Advisor Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Advisor Office Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Has this student group been funded by FAF Grants before? If so, when? (F17, S18, etc.)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of the Event/Program:**  \_\_\_\_\_\_\_\_\_\_\_ ***Note:*** *This date will be the basis of when your final report will be due. You must have a clear end date for your project and projects must be completed prior to June 30. If this date changes, you must notify the FAF Grants Committee.*

**This event/program is Open to the Public (yes or no): \_\_\_\_\_\_\_**

**Identify what type of program you are requesting funds for (circle one):**

Student Performances/Presentations/Exhibitions/Competitions *(Complete the relevant budget form)*

 On-Campus Workshops/Masterclasses/Guest Artists *(On-campus/Local budget form only)*

 Attendance at Conferences/Workshops/Master Classes *(Student Travel budget form only)*

**Amount Requested from Fine Arts Fees: $** \_\_\_\_\_\_\_ **Is partial funding acceptable? (yes or no): \_\_\_\_\_** ***Note:*** *If partial funding is unacceptable and the FAF Grants Funding Committee decides not to fund the project fully, no funding can be given.*

If **“no,”** please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewed and approved by Faculty Advisor**

 (Signature of Faculty Advisor) Date

*By signing, I hereby indicate that I approve the project, the timeline, and estimated costs and that it meets the eligibility and goals of the FAF Grants program. In addition, I acknowledge that I have read and understand the faculty advisor letter, available on the FAF Grants website, including familiarization with the relevant drug and alcohol, liability/field trip guidelines, food distribution, and driver training program policies.*

**Reviewed and approved by FAF Grants Rep**

 (Signature of SAC Representative) Date

**Reviewed and approved by Chair/Director**

 (Signature of Dept. Chairperson/Director) Date