

GUIDELINES

Statement of Purpose

The University of Idaho recognizes the importance of the arts on campus and within the local community. Arts grants are provided to defray costs related to originating, producing, and presenting creative projects. Funds may also be used to defray cost associated with educational opportunities in the arts. Students, faculty members, and academic units are all eligible for arts grants. Preference will be given to first-time grant seekers.

Application Instructions

The application consists of a coversheet, project narrative, budget, facilities approval form (if applicable) and letter of commitment from guest artist(s) (if both applicable and possible at this time). Please complete the cover page and sign and date it. Please attach answers to the project narrative questions as a Word document or PDF (2 page maximum). You must use the budget form included in this application, although you are welcome to add supplementary materials. Due to increased demand, proposals for short-term projects (lasting less than one semester) are not to exceed \$3,000 and long-term projects (lasting longer than one semester) are not to exceed \$6,000. To ensure consistency of evaluation, please use the format provided. Incomplete applications or applications that do not use the correct format will be returned without review. For questions regarding the application, please email uiarts@uidaho.edu.

Submission Deadline

Completed applications are due no later than **11:59 PM on Friday, April 13, 2018**. Please email your completed application packet to uiarts@uidaho.edu. Successful applicants agree to provide a final report to the Provost's Office by **June 30, 2019**. The last page of this application lists full requirements. *Please be aware that if your project is selected for funding, a website-ready digital photo of your project will be required with your final report.* These photos will be used for future advertisement of available grant funds.

Artist Selection

If a professional or guest artist(s) is paid using Art Fee Grant funding, applicants must indicate in the project narrative what criteria were used/will be used to select the artist(s).

Facilities Approval If your project involves the installation of a temporary or permanent artwork at the University of Idaho, you need to obtain approval from facilities prior to submitting this application. Approval may be obtained by completing the Facilities Approval Form. Please attach this completed form to your Art Fee Grant Application.

Evaluation Criteria Applications will be scored according to the following criteria:

- **Feasibility** (addresses all steps needed to make this project a reality and provides a detailed and logical budget to support the work)
- **Innovation** (demonstrates the project's ability to further the arts in new ways, or to support minority/underrepresented groups' participation in the arts or in arts appreciation, or both)
- **Educational potential** (states clear goals for the project and indicates explicitly how these will contribute toward two or more of the Learning Outcomes listed below)
- **Student Involvement** (explains in detail the role UI students will play as participants, or as audience members, or both; preference is given to projects that involve students directly)
- **Community Involvement** (explains in detail the ways the project will involve **campus and/or Moscow community members**, whether directly as participants, indirectly as audience members, or both)
- **Project's overall impact** (demonstrates convincingly that the project will have an important and powerful impact on the student population and the region the university serves)

COVERSHEET

Project Title _____ Amount Requested
\$ _____

Did you receive funding from the Arts Committee last year? ___ Yes ___ No

If yes, did you provide a final report to the Provost's Office? ___ Yes ___ No

If funded this year, do you agree to provide a final report? ___ Yes ___ No

Checklist:

___ Coversheet with Signatures

___ Project Narrative

___ Budget Form

___ Facilities Approval Form (if necessary)

___ Letter of Commitment from Guest Artist(s) (if applicable and possible)

Project Director Name/Title (Print): _____

Signature: _____

Telephone: _____ Email: _____

Department Chair or Immediate Supervisor Name/Title (Print): _____

Signature: _____

Telephone: _____ Email: _____

Dean Name/Title

(Print): _____

Signature: _____

Telephone: _____ Email: _____

Other partners (community or UI): _____

Signature: _____

Telephone: _____ Email: _____

Fiscal Officer Name/Title: _____

Telephone: _____ Email: _____

Budget Number: _____

PROJECT NARRATIVE

Please use at least 12-point font and margins of one inch.

Answer each of the following questions: (2 pages maximum total)

1. What is the project and how would it be completed?
2. How is this project innovative in furthering the arts or furthering arts involvement/appreciation by minority/underrepresented groups (or both)?
3. What are the project goals and how do they contribute to the Learning Outcomes?
4. How does this project involve and/or serve UI students?
5. How does this project involve and/or serve the local community beyond the university?
6. What do you anticipate the project's overall impact would be?

Answer the following additional questions if applicable: (1 page maximum total)

1. If your project involves using grant funds to hire a professional artist, what criteria will be used in the artist selection process?
2. Has the artist already committed to the project? (If possible, attach a letter of commitment.)

University of Idaho Arts Committee Learning Outcomes

Project narratives should show how the project relates to the following statements:

1. **Learn and integrate:** The arts are essential to the University of Idaho's commitment to the knowledge of arts and sciences.
2. **Think and create:** The arts develop and enhance critical thinking skills. The arts foster and expand student's creativity.
3. **Communicate:** Communication skills, both verbal and non-verbal are essential to the success of all students.
4. **Clarify purpose and perspective:** The arts are committed to understanding the self, both individually and in relation to one's environment.
5. **Practice citizenship:** The arts train students to understand the self in the context of society.

PROJECT BUDGET

Project Title: _____

Project Type:

Artwork Event Performance Competition Program Other

A. Provide a detailed budget and the total amount requested from the Student Arts-Fee Grant for this project. Show specifically how money will be spent. (Examples: professional artist fees, travel, materials and supplies, space rental, marketing, or other). Please note that due to limitations, this grant cannot be used to cover the following expenses: food, and student or faculty wages/fees. Due to increased demand, proposals for short-term projects (lasting less than one semester) are not to exceed \$3,000 and long-term projects (lasting longer than one semester) are not to exceed \$6,000.

AMOUNT	PURPOSE
	TOTAL ESTIMATED COST OF PROGRAMMING
	TOTAL AMOUNT REQUESTED

B. If total cost of project exceeds your budget request or if your total request is not funded, how will this impact your project?

University of Idaho Event - Facilities/Services Request Form Updated 10-4-2013

Please submit form as early as possible prior to the event.
Date form submitted:

 Return to: Lead Department for Events Request (*Facilities Services (most campus greenspaces)*) – landscape@uidaho.edu; *Events* – events@uidaho.edu; *Conferences* – conferencemanagement@uidaho.edu; *Summer Conferences* – housing@uidaho.edu; *University Support Services* – andersonr@uidaho.edu; *Recreation Fields* – cmeans@uidaho.edu and or bfealy@uidaho.edu; *Commons* – icsu-rooms@uidaho.edu; *Housing* – housing@uidaho.edu; *Parking* – parking@uidaho.edu

 If requesting group is not a Department and not an authorized student group, the university will require a **Facilities Use Agreement** and evidence of Commercial General Liability / Special Event Liability insurance from the event sponsor. While you can reserve space with this Request Form, the Facility Use agreement must be signed and evidence of insurance must be submitted before the event receives final approval. The Facilities Use Agreement also requires groups to get Waivers in favor of the university from event participants. University groups may also need participant Waivers and for advice, can consult www.uidaho.edu/risk/riskplanning
★REQUIRED★ BILLING INFORMATION – APPLICATION WILL NOT BE PROCESSED OR APPROVED WITHOUT BILLING INFORMATION

Non-university groups Bill charges to:

University groups Bill charges to budget #:

INFORMATION ABOUT YOUR EVENT
Site Location Requested

Name of Group / Event

Contact / Applicant Name

Email address

Phone and FAX

PH (Day)

PH (Eve)

FAX

Type of event

Estimated attendance:

Date(s) and time(s)

Arrival date

Arrival time

Hours of event

Departure date

Departure time

Hours of event

Site reserved?

Yes

No

From whom?

Who authorized the site?

Program open to

 Student body

 Faculty

 Staff

 Community

 Everyone

Facilities and/or meeting rooms requested

Seminar (1-12)

Conference (10-20)

Classroom (20 – 50)

Auditorium (50 -250)

Brief Description of Event or Activity and Other Information As Needed

 To list your event on the UI calendar, go to UI Today at <http://www.today.uidaho.edu/>
SPECIAL NEEDS/SERVICES - ADDITIONAL COSTS MAY BE INCURRED – CHECK APPROPRIATE BOXES FOR REQUESTED SERVICES
USS:
 Audio visual equipment

 Sound equipment

 Tables/ Chairs/ Tents

 Trash cans

Campus Recreation:
 [Recreation Field or Bldg Reservations](#)
 [Recreation Equipment Rental](#)
Campus Dining/Sodexo
 [Catering](#)
Campus Police or UI Security
 Road closures

Parking Transportation Services

 Reserved Spaces/Lots

 Vandal Trolley

PTS
 Event Map

 Disability Parking

University Housing
 Conference Services

 # of Rooms Needed

Facilities
 Garbage and litter service

 Special landscape needs or requests

Safety needs

Security needs

Other needs /services required

Permission to use UI event spaces requires approval of the lead space scheduler for the site. The sponsoring individual, group, or department requesting space is financially responsible for all related charges for services or damages to facilities or equipment. Permission to use the space when indicated on this form is granted based on the information provided. Any changes in the information as reported on this form must be communicated to the primary space scheduler in order to maintain the reservation. A final signature by the applicant indicates a willingness to abide by all federal, state, and local laws as well as the regulations of the University of Idaho, including those set by each individual facility. The University of Idaho reserves the right to deny facility use privileges to departments, groups, or individuals who refuse to comply with university regulations, or permit activity considered intrusive and/or detrimental to the best interest of the university's constituencies.

Signature of applicant

Print name & title of applicant

Date of signature

EVENT APPROVAL

This event is approved

This event is NOT approved

Comments from department

Signature for lead department

Print name and title

Date of signature

**FINAL REPORT
GUIDELINES**

Upon acceptance of a University of Idaho Student Arts-Fee Grant, applicants agree to submit a final report to the Provost's Office. Please email the following information to uiarts@uidaho.edu no later than **June 30, 2019**:

- 1) Answer each of the following questions: (2 pages maximum total)
 - a. How did you meet the project goals? Please explain if project goals were not met.
 - b. How were University of Idaho students directly involved in this project?
 - c. How did University of Idaho students benefit from this project?
 - d. How did this project engage local communities, businesses, or non-profit organizations and agencies?
 - e. Please include a final accounting of expenditures for this project, listing specific uses of awarded funds. Please explain if awarded funds were not all expended.

- 2) Attach at least one website-ready digital photo of your project, to be used for future advertisement of available grants.