

**UNIVERSITY OF IDAHO
STUDENT ARTS-FEE GRANT APPLICATION
FY 2017-2018**

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. You must use the budget form included in this application, although you are welcome to add supplementary materials. 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 **5:00 PM on Friday, April 28, 2017**. Please email your completed application packet to uiarts@uidaho.edu. Successful applicants agree to provide a final report to the Provost's Office by May 1, 2018. 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 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)

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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: _____

Dean Name/Title (Print): _____

Signature: _____

Telephone: _____ Email: _____

Other partners (community or UI):

Name (person/organization): _____

Telephone: _____ Email: _____

Fiscal Officer Name/Title: _____

Telephone: _____ Email: _____

Budget Number: _____

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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.

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Please submit form as early as possible prior to the event.		Date form submitted:	
Return to: Lead Department for Events Request (<i>Facilities Services (most campus greenspaces)</i>) – landscape@uidaho.edu ; <i>Events</i> – events@uidaho.edu ; <i>Conferences</i> – conferencemanagement@uidaho.edu ; <i>Summer Conferences</i> – housing@uidaho.edu ; <i>University Support Services</i> – andersonr@uidaho.edu ; <i>Recreation Fields</i> – cmeans@uidaho.edu and or bfealy@uidaho.edu ; <i>Commons</i> – icsu-rooms@uidaho.edu ; <i>Housing</i> – housing@uidaho.edu ; <i>Parking</i> – 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	From whom?
Who authorized the site?			
Program open to	<input type="checkbox"/> Student body	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff <input type="checkbox"/> Community <input type="checkbox"/> 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:	<input type="checkbox"/>	Audio visual equipment	<input type="checkbox"/> Sound equipment
	<input type="checkbox"/>	Tables/ Chairs/ Tents	<input type="checkbox"/> Trash cans
Campus Recreation:	<input type="checkbox"/>	Recreation Field or Bldg Reservations	<input type="checkbox"/> Recreation Equipment Rental
Campus Dining/Sodexo	<input type="checkbox"/>	Catering	
Campus Police or UI Security	<input type="checkbox"/>	Road closures	
Parking Transportation Services PTS	<input type="checkbox"/>	Reserved Spaces/Lots	<input type="checkbox"/> Vandal Trolley
	<input type="checkbox"/>	Event Map	<input type="checkbox"/> Disability Parking
University Housing	<input type="checkbox"/>	Conference Services	<input type="checkbox"/> # of Rooms Needed
Facilities	<input type="checkbox"/>	Garbage and litter service	<input type="checkbox"/> Special landscape needs or requests
Safety needs			
Security needs			

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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	<input type="checkbox"/> This event is approved	<input type="checkbox"/> This event is NOT approved
Comments from department		
Signature for lead department		
Print name and title		Date of signature

UNIVERSITY OF IDAHO EVENT – Facilities/Services Request Form Updated 10-4-2013

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 May 1, 2018:

- 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?

- 2) 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.

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