



## GUIDELINES

### Statement of Purpose

The University of Idaho recognizes the importance of the arts on all campuses of the University of Idaho and across the state of Idaho in partnership with our 42 extension offices. Arts-Fee grants are provided to defray costs related to originating, producing, and presenting creative projects occurring between September 2025 and August 2026. Funds may also be used to defray cost associated with educational opportunities in the arts that significantly impact campus. Students, faculty members, and academic units are all eligible for arts grants. Preference will be given to first-time grant seekers.

### Learning Outcomes Statement

Successful projects will address the following learning outcome 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

### Application Link

[UIArtsApplication](#)

### Application Instructions

The application consists of a coversheet, project narrative, budget, facilities approval form (if applicable), community partner form (if applicable) and letter of commitment from guest artist(s) (if applicable). The coversheet and narrative will be fillable fields in the electronic form linked above. You will need to upload your budget using the budget form included on page 5 of this document. If necessary, facilities approval forms, community partner forms and letter of commitment forms must all be uploaded to your electronic application and should be prepared prior to submission. As you prepare to submit an online application, please note that the required information is outlined in the following pages. Due to increased demand, proposals are not to exceed \$5,000. To ensure consistency of evaluation, please use the format provided. Incomplete applications or applications that do not use the correct format will not be considered. For questions regarding the application, please email [uiarts@uidaho.edu](mailto:uiarts@uidaho.edu).

### Submission Deadline

Completed applications are due no later than **11:59 PM PST on Monday, March 24, 2025**. Please complete the following electronic application at [UIArtsApplication](#). Successful applicants agree to provide a final report to the Provost's Office by June 30, 2026. The last page of these guidelines lists full requirements. *Please be aware that if your project is selected for funding, a website-ready digital photo of your project and a ten second video showcasing the art will be required with your final report.* A photo or video taken with a cell

phone is acceptable. The video should not include any voice over explaining the art or project. These photos/videos 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). Please note that current UI students, staff and/or faculty are ineligible to be paid for professional or guest artist services.

### **Facilities Approval Form**

If your project involves the installation of a temporary or permanent artwork at the University of Idaho (or satellite campus), 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

### **Community Partner Form**

If your project involves the installation of a temporary or permanent artwork located off campus, you need to obtain approval from the City, County Commissioners, Extension Educator, or other identified partner prior to submitting this application. Approval may be obtained by completing the Community Partner Form. Attach the 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 and for new or non-traditional audiences
- **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, Moscow community members, UI satellite campuses, or Extension/city partnerships statewide. Community Involvement can be measured by expected participation in the program or installation, indirectly as audience members, and/or a combination of both
- **Project's Overall Impact:** demonstrates convincingly that the project will have an important and powerful impact on the population served. All projects will need to incorporate language or signage recognizing the origin of artwork. For example: This project/artwork was made possible through a University of Idaho Student Arts Fee Grant, (date).

**COVERSHEET**

**Project Title** \_\_\_\_\_

**Amount Requested \$** \_\_\_\_\_

**Project Type:**

Artwork  Event  Performance  Competition  Program  Publication  Other

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: \_\_\_\_\_

**Other partners (community or UI, if applicable):** \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Fiscal Officer Name/Title:** \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Index Number:** \_\_\_\_\_

**PROJECT NARRATIVE**

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

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

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 new and/or non-traditional audiences?
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, as well as the local community beyond the university?
5. 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.)

**PROJECT BUDGET**

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, staff or faculty wages/fees. Due to increased demand, proposals are not to exceed \$5000.

AMOUNT	PURPOSE
	<b>TOTAL ESTIMATED COST OF PROGRAMMING</b>
	<b>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](mailto: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](mailto: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](http://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**

<b>Site Location Requested</b>			
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**

<b>USS:</b>	<input type="checkbox"/>	Audio visual equipment	<input type="checkbox"/>	Sound equipment
	<input type="checkbox"/>	Tables/ Chairs/ Tents	<input type="checkbox"/>	Trash cans
<b>Campus Recreation:</b>	<input type="checkbox"/>	<a href="#">Recreation Field or Bldg Reservations</a>	<input type="checkbox"/>	<a href="#">Recreation Equipment Rental</a>
<b>Campus Dining/Sodexo</b>	<input type="checkbox"/>	<a href="#">Catering</a>		
<b>Campus Police or UI Security</b>	<input type="checkbox"/>	Road closures		
Parking Transportation Services <b>PTS</b>	<input type="checkbox"/>	Reserved Spaces/Lots	<input type="checkbox"/>	Vandal Trolley
	<input type="checkbox"/>	Event Map	<input type="checkbox"/>	Disability Parking
<b>University Housing</b>	<input type="checkbox"/>	Conference Services	<input type="checkbox"/>	# of Rooms Needed
<b>Facilities</b>	<input type="checkbox"/>	Garbage and litter service	<input type="checkbox"/>	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.

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

**COMMUNITY PARTNER  
FORM**

**Title of Project:**

**Community Partner (city, commissioners, Extension office or research center, other):**

**Short Description of Project:**

**Description of support or permission needed from community partner:**

**Signature of Community Partner representation (*approval of partnership*)**

**Insert Signature or Sign Here:**

**Print or Type Name:**

**Date:**

**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 [provost@uidaho.edu](mailto:provost@uidaho.edu) and [uiarts@uidaho.edu](mailto:uiarts@uidaho.edu) no later than June 30, 2026:

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?

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.

Attach at least one website-ready digital photo of your project and a ten second video, to be used for future advertisement of available grants. The video should not have any voice over narration of activities. Photo and video recorded with a cellphone are sufficient.