

2009-2010



mini grant guidelines

A STREAMLINED GRANT PROGRAM

Application Deadline (Wed. at NOON)	For Events After	Notification Begins
Oct. 7, 2009	Oct. 14	Oct. 15
Feb. 10, 2010	Feb. 17	Feb. 18
March 24, 2010	March 31	Apr. 1

APPLY EARLY!

YOU MAY APPLY AS EARLY AS OCTOBER FOR MAY PROJECTS!

UMass Arts Council · 10 Curry Hicks · 545-0202

*You may download this application at our Web site:
www.umass.edu/fac/artscouncil/grants/applications*

Welcome! We are pleased that you are applying to the Arts Council's mini grant program, and we've prepared these guidelines to make the process as easy as possible. **For more detailed instructions on how to complete the application form, consult our Single Projects/Events grant guidelines booklet www.umass.edu/fac/artsCouncil/grants/applications.html**

General Information

The UMass Arts Council is a representative group of eighteen members of the campus community, consisting of six undergraduate students, six faculty members, three graduate students, one alumnus/alumna, and two members of the staff. All funding decisions are made by a subcommittee of the council.

How to Apply for Funding

- Read "Who Can Apply?" below to determine your eligibility.
- Contact the Arts Council at 545-0202 if you have not submitted a grant with us before, or if you wish to consult with staff about your application.
- Note grant deadlines on the cover to be certain you submit your application on time.
- Complete and submit the required forms.

Who Can Apply?

Mini grants are awarded to groups and organizations that are affiliated with the University of Massachusetts Amherst and involve UMass students through program management, participation, and/or as an audience in arts-related events (such as music, dance, theater, video and film productions, visual arts exhibits, and poetry readings). Examples of eligible organizations include: registered student organizations (RSOs), academic departments, and cultural centers. **Although individuals are not eligible to apply for grants, those who are sponsored by academic departments, RSOs and other campus groups who meet all other criteria may be considered for Mini Grants.** Please note that the Arts Council does not support fund-raising and profit-making events.

The council prefers to fund proposals that:

- demonstrate strong artistic merit (for example, live musical performances, not disc jockeys; dance performances, not social dancing)
- originate with student groups
- are held on campus, except in unusual circumstances
- take place during the academic year
- involve several different organizations
- demonstrate good organization and planning
- have sought multiple funding sources

Please note that Arts Council grants are a matter of public record, and your grant may be used to teach grant-writing skills to others.

In addition, please note that:

1. Grants are awarded to groups and organizations that are affiliated with the University of Massachusetts Amherst and have a revenue accepting account (speed type, dept ID and fund numbers are requested on cover sheet). Grants are not awarded to individuals.
2. Consult with the business manager for your group or department about procedures for disbursement of funds if a grant is awarded.
3. Incomplete applications are unlikely to be funded.
4. Applications must be received by the due date. Late proposals will be considered at the next funding cycle, provided the project does not begin before the notification date of that cycle.
5. Awards are limited to \$750 per project/event.
6. Applicants may not apply for the same program or event in both the Single Projects/Events category and the mini grant category, unless referred by the council.
7. Council funds may not be used to support wages, salaries, or honoraria for UMass students, staff, or faculty*; hospitality (for example, transportation, receptions, and hotel accommodations); and fund-raising activities.
8. *Block Grant recipients may apply for Mini Grants for special programming opportunities. Mini Grants cannot duplicate block funding.*

*Certain mandatory expenses associated with using some UMass facilities may be exempted from this requirement.

Grant Amounts

mini grants are limited to \$750 per project. In the most recent fiscal year (FY09), 35 mini grants were awarded, ranging from \$50 to \$700, with an average award of \$382.

Grant Notification

Applicants are officially notified of the council's decision following the review board meeting. You will receive e-mail notification within 24 hours of the meeting. An award letter with reviewers' comments will be sent within the week. Copies will also be sent to advisors and business managers. If your program is not funded or does not receive the requested amount, council staff will be happy to discuss why these recommendations were made.

If you are awarded a grant, the total award will be transferred electronically to the account listed on your application approximately ten days after the council's decision. Funds are processed and dispersed only through the University Accounting system. A conversation with the CSD or departmental business manager is required to determine how these funds will be made available to you. A **Final Project Report** form will be enclosed with your award letter. It is to be completed, signed and returned to the council within three weeks after completion of the event. Failure to do so will jeopardize future grant awards from the council.

FOR OFFICE USE ONLY:

Am't Funded: \$ _____ Transfer # _____ Grant Cycle: _____ Grant # _____

Amount \$ _____ Date: _____

Project Rep. Rec'd: _____

UMass Arts Council mini grant Application COVER SHEET: 2009-2010

Please submit 7 copies (your TYPED original and six copies of this application) with any supplementary materials to the council offices at 10 Curry Hicks **by noon on the deadline date**. Proposals received after this date will be referred to the next funding cycle, if dates permit. The Arts Council needs only one set of supplementary materials (posters, cassettes, etc.) *a legibly hand written cover page is acceptable*. **For your convenience, you may download this application form at our Web site, located at: www.umass.edu/fac/artscouncil/grants/applications**

Program Information

Program/Event

Title: _____

Date(s): _____

Time(s): _____

Location: _____ Event space/location been reserved? ___ yes ___ no*

*If no, please explain: _____

Will the event be offered free of charge? ___ yes ___ no

Total Projected Attendance for Event(s): _____ # of UMass Students Involved in Planning Event(s): _____**Applicant Information and Advisor Signature**

Applicant

Group(s): _____

Campus Mailing

Address: _____

Contact Person(s): _____ Phone: _____

E-mail Address: _____

Faculty or Center for Student Development (CSD)

Advisor: _____

Advisor Address: _____ E-mail: _____

Signature of CSD or Faculty Advisor: _____

Phone: _____

*(Please note: Application will not be processed without this signature.)***Budget Summary and Business Manager Signature**Total Project Expenses: \$ _____ Arts Council Grant Request: \$ _____
(not to exceed \$750)

Speed Type _____ Dept. ID _____ Fund # _____

(Arts Council grants can be transferred only to revenue accepting accounts. call 545-0202 if you have questions.)

Business Manager Name: _____ E-mail: _____

Business Manager Signature: _____ Date: _____

Phone: _____

Publicity Plans

Please show how you plan to publicize the event by checking all relevant items below. Remember that the Arts Council's financial support must be acknowledged in publicity (by indicating: "This program is made possible in part by a grant from the UMass Arts Council") or stated verbally at the event.

- | | |
|--|--|
| <input type="checkbox"/> press release or advertisement in <i>Collegian</i> | <input type="checkbox"/> Campus Concourse information table |
| <input type="checkbox"/> public service announcement on WMUA | <input type="checkbox"/> table tents (remember to check with Dining Services!) |
| <input type="checkbox"/> listing release to UVC Channel 19 | <input type="checkbox"/> posters |
| <input type="checkbox"/> listing release to Housing Cable Network | <input type="checkbox"/> flyers |
| <input type="checkbox"/> calendar listings to Five College Calendar
http://fivecolleges.edu/FiveCol/calendrome.cgi | <input type="checkbox"/> e-mail notices |
| <input type="checkbox"/> calendar listings on UMass Events calendar
http://www.umass.edu/umhome/events/submit | <input type="checkbox"/> listing on a Web page. Internet address: |

Project Description

Project Description

There are two parts to this section. Please address both parts in your response, and **confine your response to the space below or attach your responses. Responses must be limited to 600 words, 12 point type or larger.**

1. Describe the proposed event, project or series, including its **artistic merit**. If applicable, **please attach one copy of any descriptive or support materials** (such as press materials for the artist or speaker, résumés, slides, photographs, CDs, and other materials that provide insight into the artistic merit of the event).
2. Describe how students will be involved in the program, both as presenters and as audience members.

Budget

EXPENSE/ INCOME	DESCRIPTION	TOTAL PROJECT EXPENSES OR INCOME	AMOUNT REQUESTED FROM THE COUNCIL	Is this person a UMass student, staff, or faculty member? (answer Y or N)*	
EXPENSES (please list each artist, performer, or speaker at your event and indicate how much you will pay him or her)	ARTIST/PERFORMER FEES				
	Name of artist:				
	Name of artist:				
	Name of artist:				
	Name of artist:				
	Name of artist:				
	PROMOTION/PUBLICITY				
	MATERIALS/SUPPLIES				
	TRANSPORTATION & HOSPITALITY*				
	MISCELLANEOUS (please specify):				
	FULL COSTING (check with business manager)				
	TOTAL EXPENSES				
INCOME:	TICKET SALES				
	Average price \$ _____ x				
	Room capacity _____ x				
	Capacity estimate _____ %				
	= Total Ticket Sales \$ _____				
	OTHER REVENUE (please specify):				
	ARTS COUNCIL GRANT REQUEST				
	OTHER SOURCES OF GRANT SUPPORT (please attach separate page and insert total here)				
APPLICANT CONTRIBUTION Indicate the amount your organization will be contributing toward this project					
TOTAL INCOME Total the income columns above and enter the result here					
GRAND TOTAL	Subtract Total Expenses from Total Income and enter result here (it should equal zero). Please remember that The Arts Council does NOT support fund-raising events.				

*Certain expenses are not supported by the Arts Council. Please see item #1 under **Who Can Apply?** on page one. Feel free to attach any additional pages that help to illuminate unusual income or expenses.