2003-2004
UMass Arts Council
mini grant guidelines

A STREAMLINED GRANT PROGRAM WITH
THREE GRANT DEADLINES

<table>
<thead>
<tr>
<th>Application Deadline (Wed. at noon)</th>
<th>For Events After</th>
<th>Notification Begins</th>
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<tbody>
<tr>
<td>October 29, 2003</td>
<td>November 4</td>
<td>November 5</td>
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<tr>
<td>February 25, 2004</td>
<td>March 2</td>
<td>March 3</td>
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<td>April 7, 2004</td>
<td>April 13</td>
<td>April 14</td>
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APPLY EARLY!
YOU MAY APPLY AS EARLY AS OCTOBER FOR MAY PROJECTS!

UMass Arts Council · 101-103 Hasbrouck · 545-0202
You may download this application at our Web site:
www.umass.edu/fac/arts council
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.

General Information
The UMass Arts Council is a representative group of eighteen elected 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. Funds are derived from a portion of the Arts Fee paid by University students.

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 the forms.

Who Can Apply?
Mini grants are awarded to groups and organizations that are affiliated with the University of Massachusetts 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
- Involve several different organizations

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. Incomplete applications are unlikely to be funded.
3. 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.
4. Awards are limited to $750 per project/event.
5. Block Grant recipients are not eligible for Mini Grants, except for unique opportunities. Mini Grants cannot duplicate block funding.
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.

*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 (FY03), 17 mini grants were awarded, ranging from $150 to $750, with an average award of $517.

Grant Notification
Applicants are officially notified of the council's decision immediately following the review board meeting (award letters are mailed out that week). 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 to your account approximately ten days after the council's decision. 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.

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.
UMass Arts Council Mini Grant Application COVER SHEET: 2003-2004

Please submit 8 copies (your TYPED original and seven copies of this application) with any supplementary materials to the council offices at 101-103 Hasbrouck 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.). For your convenience, you may download this application form at our Web site, located at: http://www.umass.edu/fac/artscouncil

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 Adviser Signature

Applicant
Group(s):_______________________________________________________________________________

Campus Mailing
Address:__________________________________________________________________________

Contact Person(s):_________________________________

Phone:_____________________________________

E-mail Address: _____________________________

Faculty or Campus Activities Office (CAO) Adviser:______________________ Phone:________________________

Adviser Address:_________________________________________ E-mail:_____________________________

Signature of CAO, Staff, or Faculty Adviser:___________________________________________________________ 
(Please note: Application will not be processed without this signature.)

Budget Summary and Business Manager Signature

Total Project Expenses: $_______________________ Arts Council Grant Request:$_______________________

University Speed Type_______________ Dept. ID __________________ Fund # _________________  
(Arts Council grants can be transferred only to accounts that accept inter-office transfers of trust funds--call 545-0202 if you have questions.)

Business Manager Signature:_________________ ______________________________ Date:__________________

Business Manager Name:___________________________________ E-mail:_______________________

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.

___ press release or advertisement in Collegian

___ press release to Campus Chronicle

___ public service announcement on WMUA

___ listing release to UVC Channel 19

___ listing release to Housing Cable Network

___ calendar listings to Five College Calendar
____ calendar listings to Arts Council monthly calendar
____ Campus Concourse information table
____ table tents  (remember to check with Dining Services!)
____ posters
____ flyers
____ e-mail notices
____ listing on a Web page. Internet address:
Project Description

There are two parts to this section. Please address both parts in your response, and confine your response to the space below. Responses must be limited to 600 words and typed in 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

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<tr>
<th>EXPENSE/ INCOME</th>
<th>DESCRIPTION</th>
<th>TOTAL PROJECT EXPENSES OR INCOME</th>
<th>AMOUNT REQUESTED FROM THE COUNCIL</th>
<th>Is this person a UMass student, staff, or faculty member? (answer Y or N)*</th>
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<tbody>
<tr>
<td><strong>EXPENSES</strong></td>
<td>ARTIST/PERFORMER FEES</td>
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<tr>
<td>(please list each artist, performer, or speaker at your event and indicate how much you will pay him or her)</td>
<td>Name of artist:</td>
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<td>TRANSPORTATION &amp; HOSPITALITY*</td>
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<td>MISCELLANEOUS (please specify):</td>
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<td>FULL COSTING</td>
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<td>TOTAL EXPENSES</td>
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| **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.