



Guidelines for UVA Arts Council Grants Applicants

Guidelines for Grant Applicants – Contents

- **Goals of the UVA Arts Council Grants Committee**
- **Values**
- **Guidelines for Grant Applicants**
- **Requirements of Applicants and Grant Recipients**
 1. **Application Deadline**
 2. **Complete Proposal Form**
 3. **Complete the Budget Form: Must accompany the proposal**
 4. **Arts Council Grant Report Form**
- **What is Funded and What is Not Funded**
- **Grant Administration**
- **When Project cannot be Done as proposed and approved**
- **Acknowledging the Arts Council**
- **Appendix**
 1. **UVA Arts Council Logos**
 2. **Arts Council Grant Proposal Form**
 3. **Budget Form**
 4. **Arts Council Grant Report**

Goals of the UVA Arts Council Grants Committee

1. Promote and increase the visibility and influence of the arts on Grounds at UVA.
2. Encourage innovation in the arts at UVA.
3. Promote direct impact on and higher participation of UVA undergraduates in the arts at UVA, in both breadth and depth.
4. Promote visibility and engagement of arts at UVA in the university community at large, in the wider community, regionally, nationally, and internationally.
5. Support established ongoing arts programs that promote the Arts Council and that have high participation and visibility on Grounds and beyond.
6. Highlight the commitment and high quality of the arts at UVA and the students at UVA to the wider performing and fine arts communities and professionals outside UVA.
7. Offer opportunities for professionals in arts-related fields outside of UVA to experience the strong commitment and high quality of the arts at UVA and the students at the University.

Values: The Grants Committee statement of values promotes the Arts Council's Mission and Goals and expresses the general criteria and priorities that guide its grants decisions.

1. **Innovation:** Pilot projects; trial initiatives, start-up, and early-stage endeavors.
2. **High impact:** Maximize participation and impact on number of students and overall community participation in the arts within one year.
3. **Focus on Undergraduate** experience of and participation in the arts at UVA.
4. **Provide multiple formats or levels of impact** (online platforms, forums, venues) for participation in the arts by students, community members and guest participants (some combination of artists' residencies, master classes, concerts, lectures, readings, performances...).
5. **Outside influences:** Guest Residencies/visiting guests, by recognized professionals and artists brought to UVA where they can have high student and community impact as well as experiencing the quality of the arts and the students at UVA.
6. **High Visibility at UVA:** Projects that bring high visibility to the arts at UVA. Examples: Fralin, Heritage, VA Film Festival, Arts Grounds Day...
7. **High Visibility Beyond UVA:** Projects that bring high visibility/recognition to the Arts beyond UVA. Examples: Kluge-Ruhe; international artists-in-residence; VA Film Festival; Fralin.

Guidelines for Grants Applicants

- Proposals should be for projects that are specific and substantive, and should explain the project's impact on students, as well as, if applicable, its impact on the UVA community at large, the wider community in Charlottesville, and beyond.
- Review the Goals and Values/Criteria of the Grants Committee, above. Your proposal does not need to meet every goal and value to be considered for funding but the goals and descriptions presented in each proposal should bear some relationship to the Committee's goals and values.
- Funds will go to academic schools, departments, programs, and groups with faculty advisors as a first preference, but student groups may be considered if endorsed in advance by the appropriate academic department. Proposals should come through and be prioritized by the Department Chairs or Heads of eligible departments and programs.

Eligibility

- As of 2021, the following are eligible to apply for grants and include departments and programs:
 - Architectural History; Architecture; Art History; Arts Administration; Cavalier Marching Band; Creative Writing; Dance; Drama; Discretionary funds to the Vice Provost for the Arts; Heritage Theater Festival; Landscape Architecture; Music; Studio Art; The Fiske Kimball Fine Arts Library; The Fralin Museum of Art; The Kluge-Ruhe Aboriginal Art Collection; The Miller Arts Scholars Program; The Music Library; The Virginia Film Festival; Urban & Environmental Planning; WTJU.

Requirements of Applicants and Grant Recipients

- **Application Deadline:** Applications for grants should be received by the posted deadline, usually one month in advance of a full Council meeting, to give the Committee time to research each project and make recommendations.
- **Complete Proposal Form:** The **Arts Council Grant Proposal form** (see *appendix for template*) needs to be filled out fully in order for a submission for an Arts Council grant to be considered. If your department or program received an Arts Council grant the previous year, you will also need to include the Arts Council Grant Report. NOTE: There is an option to attach to the proposal form two additional files in the support of a proposal:
 1. **Detailed Description:** Applicants are welcome to attach a detailed description of the project, include any letters of support from colleagues, and any supporting photos or documents or recordings or videos that you think will better explain your proposal.

2. **Optional Video Pitch:** In addition to the Brief Description and the Detailed Description, you are welcome to provide a 2-minute video pitching the proposed project.
- **Complete the Budget Form:** The **UVA Arts Council Budget Form** must accompany the proposal (*see appendix for template*). If the Grant Proposal requests that UVA Arts Council provide 20% or more of the funds for a proposal, please fill in this Budget Form with your best estimates. (We also welcome budgets, if available, for which UVA Arts Council would be funding less than 20% of the budget).
- **Arts Council Grant Report Form**
 - If your department or program received an Arts Council grant the previous year, you will also need to include the **Arts Council Grant Report** (*see appendix for template*). Applications submitted without Arts Council Grant Report (if required) will not be considered for continued support in the upcoming cycle.
 - By accepting Arts Council funds, you agree to provide the Arts Council, via the Vice Provost for the Arts office, with an **Arts Council Grant Report**, including relevant photos, prior to submitting a new grant request or directly following the completion of your project, if it extends past the Arts Council Grant Proposal Deadline.

What is Funded and What is Not Funded

Please look over the **UVA Arts Council Budget Form**.

This Budget Form serves two purposes. One is to give grant applicants some insight into the types of projects and aspects of projects that the UVA Arts Council considers for funding. Second is to clarify for the Arts Council where the funds will be used. Although we welcome itemized amounts we understand that those amounts may not be available in all categories at the time the Grant Proposal is submitted. We are looking for best estimates and some categories may not apply to your proposal. There is a category for "Other" items that may be unique to your project.

- **Funding amounts:** UVA Arts Council grants may be offered up to \$10,000.
- **When Grant monies are awarded**
 - Funding decisions are dependent upon the monies available in a given year. Lower ranked but approved proposals for which funds are not immediately available may be funded later in the year if monies become available by June 30th. Any money collected after that goes to the next granting cycle.
 - Please note that the Arts Council Annual Fund Grants are not to be considered part of any department's budget. Projects that are successful and have been funded for consecutive years, may be encouraged to also seek other more predictable funding.

- **Length of Grants-Timeline Guidelines**

- We do fund projects for a single year timeline. Grant applications should be made for projects to be completed in one year.
- We do not fund multi-year timelines where subsequent year budgets are unknown.

- **Travel Funding Guidelines**

- We give preference to bringing experts in their arts-related field to UVA where they can have high student and community impact.
- We are less likely to fund sending a small group from UVA to another location, but this can vary based on the project.

- **Formats**

We are open to a variety of formats that impact the arts on Grounds. This list is only a guide and formats considered are not limited to this list.

- We do consider funding performances and exhibitions through visual art, music, dance, drama, media arts, architecture, or multi-disciplinary arts.
- We do consider funding conferences or panels or lectures or classes that engage students and community.
- We do consider funding projects and programs using emerging technology in the arts with online presence, including content and accessibility to students and beyond.

- **Equipment/“Bricks & Mortar” type proposals**

- We do fund capital expenses tied to other objectives (tied to objectives that expand access or programs). Example: replacing the Foundry.
- We will take equipment needs under consideration contingent on immediate needs or impact on students. All equipment funded remains the property of the University of Virginia.
- We do not fund straightforward capital improvements.

- **Compensation/wages/Honorariums/ Speakers' fees**

- We do fund guests such as Artists-in-Residence and Speakers Fees.
- We do not fund salaries for existing positions due to budget issues or new positions denied in University budgeting process.

Grant Administration

Please contact Emma Terry, Programs & Communication Director for UVA Arts, with any questions at emma@virginia.edu .

When Project cannot be done as proposed and approved

If a project cannot be carried out or completed or needs to be modified or did not receive funds from other sources as expected, it is the responsibility of the department to contact the UVA Arts Administration Staff so that appropriate steps can be taken for approval of modifications by the Council or for return of funds.

- **Modifying a Grant after Approval:** If a project cannot be done as proposed and approved, the Committee will accept formal proposals to modify or clarify any changes, and will consider approving funding for the project as modified.
- **Return of Grant Funds:** If the project cannot be started or only partially completed as approved, and modification is not possible, funds need to be returned.
- **No carry-over of funds:** Grant funds cannot be carried over until the next year. Rather the funds must be returned, and a grant proposal resubmitted for the next academic year.

Acknowledging The Arts Council

- **Include Logo:** Please be sure to include the Arts Council logo in your publications (whatever the media) related to any Art Council funded projects (copy from below or contact Emma Terry for a higher-resolution or black & white.) Logo images provided at the end of this document. (*see appendix for logo images*)
- **Printed Materials:** The Arts Council contribution should be recognized in any printed materials (programs, CD liner notes, exhibition posters, etc.) resulting from grants.
- **Wholly Funded Projects:** For projects wholly supported by an Arts Council grant, the phrase **underwritten by the University of Virginia Arts Council** is suggested.
- **Partially Funded Projects:** For partial funding, use the phrase **supported by the University of Virginia Arts Council.**
- **Project Updates:** Grant recipients are encouraged to send updates throughout the academic year highlighting events related to the projects in the form of videos, photos, testimonials from participants, promotional materials, etc.
- **Grant Reports:** Please include examples of materials related to the grant that included the Arts Council logo and acknowledging phases.

Appendix #1: UVA Arts Logo Images



Appendix #2: UVA Arts Council Grant Proposal Form



Arts Council Grant Proposal Form

This form needs to be filled out fully in order for your submission for an Arts Council grant to be considered. If your school, department or program received an Arts Council grant last year, you will also need to include the **Arts Council Grant Report**.

Date: _____

Contact Name & Title: _____

Contact Email: _____

Department: _____

Title of Proposal: _____

Type of Proposal (publication, performance, artist-in-residence, exhibition) _____

Project Date(s) & Venue: _____

Total Cost of Project: _____

Total Requested from UVA Arts Council: _____

Other sources of funding secured (boxes will expand as needed):

Other sources of funding pending:

Goals of Project (150 word limit):

Brief Project Description (250 word limit): (detailed Report can be attached below; optional 2-minute video pitch can also be linked)

Describe student impact, including estimated number of students it will reach (150 word limit) :

Describe the community impact, if applicable (150 word limit):

Impact Beyond UVA, if applicable - How would this promote the University of Virginia to the state, our country and internationally? (150 word limit)

What metrics will you use to measure the project's success? (150 word limit)

Itemized Budget - Please complete the Budget Form (see below)

Detailed Description (You are welcome to attach a detailed description of the project, include any letters of support from colleagues, and any supporting photos or documents or recordings or videos that you think will better explain your proposal).

Optional Video Pitch: In addition to the Brief Description and the Detailed Description, you are welcome to provide a 2-minutes video pitching the proposed project.

Grant Report, if applicable (If the Arts Council funded a project for the current academic year, please provide an update on the progress of the project – LINK)

In the event you are a grant recipient please provide information for disbursement of the award:

Via a Rector and Visitors Account: Provide a GL String # _____

Via UVA Fund Account # 102530-101-DR01249-31660

Via paper check:

Payee Name: _____

Pick up at Alumni Hall

Messenger Mail to Box _____

USPS mail – enter address below:

Please contact Emma Terry, Programs & Communication Manager for UVA Arts, with any questions at emma@virginia.edu

Appendix #3: Budget Form

Note to Grant Applicants: If the grant proposal requests that UVA Arts Council provide 20% or more of the funds for a project, please fill in this budget form. (We also welcome budgets, if available, for which UVA Arts Council would be funding less than 20% of the budget). This budget form serves two purposes.

1. To give grant applicants some insight into the types of projects and aspects of projects that the UVA Arts Council considers for funding.

2. To clarify for the Arts Council where the funds will be used.

Although we welcome itemized amounts we understand that those amounts may not be available in all categories at the time the grant proposal is submitted. We are looking for best estimates, and some categories may not apply to your proposal. There is a category for "Other" items that may be unique to your project.

Instructions: You can fill out this form on your computer. You can insert extra rows in each section as needed. Dollar amounts in each category will automatically summate. Once you have completed the budget, please save it to submit with your grant proposal. Thank you.

Date:

Contact Name & Title:

Contact Email:

Department:

Title of Proposal

Type of Proposal:

Budget for Proposal

Expenses estimated for the proposed project (please round to the nearest dollar)

**Project
Expense**

Professional Fees: Artists, Speakers, Faculty for Virtual and Public Facing Presentations/Performances/Exhibitions: Labor (\$/hour), Contracts, Honoraria, etc. (please note number of days of residency)

\$0.00

\$0.00

\$0.00

\$0.00

Total Artists' Fees

\$0.00

Travel - Mileage, Air Fare, Lodging, Meals, etc. (please note number of days for lodging and meals)

\$0.00

\$0.00

\$0.00

\$0.00

Total Travel

\$0.00

Marketing/Publicity - Ads (print, broadcast, videography, internet), printing (posters, tickets, programs, etc.), postage for mailing promotional materials.	
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total Marketing/Publicity	\$0.00
Production Costs - Rental Fees - Performance Hall/Venue costs, Space, Tables, Tents, Piano Fee/extra tuning, Special Equipment (specify), etc.	
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total Production Costs - Rental Fees	\$0.00
Production and Non-Artist personnel (not part of normal salary or wage) - Technical Support (Labor), Website development/improvements, Research Fees, Staging, Multimedia, Software, Virtual exhibitions and content, Sound	
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total Production and Non-Artist personnel	\$0.00
Supplies & Materials & Receptions (expendable/consumable materials to be used for this project only: food, art/display supplies, etc.)	
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total Supplies	\$0.00
Project Specific Fees: Licensing Fees, Contractor Fees, Technical Site-Hosting Fees/ Web and podcast hosting sites, Image permissions and Copyright clearances	
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total Project Specific Fees	\$0.00
Other	
	\$0.00
	\$0.00

	\$0.00
	\$0.00
	\$0.00
Total Other	\$0.00
TOTAL ESTIMATED PROJECT EXPENSES	\$0.00
Funding Requested from the UVA Arts Council	\$0.00
Other Sources of Funding - Secured	
	\$0.00
	\$0.00
	\$0.00
Total Grants-secured	\$0.00
Other Sources of Funding - Pending but anticipated	
	\$0.00
	\$0.00
	\$0.00
Total Grants-pending but anticipated	\$0.00
Grand Total	\$0.00

Appendix #4: Arts Council Grant Report Form



Arts Council Grant Report

This form needs to be filled out if you received an Arts Council grant in the last year and are proposing a new grant for your department/program. Your new proposal will not be considered if it is not accompanied by this report. If your department/program did not receive a grant last year, you do not need to fill this form out.

Date: _____

Contact Name & Title: _____

Contact Email: _____

Department: _____

Title of Grant: _____

Type of Proposal (publication, performance, artist-in-residence, exhibition):

Total Cost of Project: _____

Total Awarded from UVA Arts Council: _____

Is the project complete? _____

If the project is not complete, please explain (boxes will expand as needed) (250-word limit):

Please note: this form will need to be completed, in full, upon the completion of the project.

Describe student impact, including the number of students this project reached (150-word limit):

Describe the community impact, if applicable (150-word limit):

According to the metrics established in the grant request, was this event successful? (150-word limit):

ADDENDUMS: Please attach supporting photos or documents that were affiliated with your project (photos, promotional publications, programs, recordings, videos, or articles about the event). Please include examples of materials related to the grant that included the Arts Council Logo and acknowledging phrases.