



PROJECT REQUEST GUIDELINES AND PROCESS

Purpose:

The mission of the Arts Society is to support and enhance the development of the arts at Missouri Western State University. Funds generated by the Society and its members will be used to promote the arts at the University. A portion of these funds will be used to provide financial assistance to the various arts departments through Arts Society grants that will be adjudicated through an application process.

Guidelines:

Grants are intended to enhance the learning experience of our students. Art Society Grant requests may include but are not limited to the following:

- purchase of special equipment
- transportation for field trips
- stipends for visiting faculty or professionals
- acquisition of equipment or personnel that would improve the classroom experience

Requests for faculty or staff salaries, stipends, or bonuses for any purpose will not be considered.

Grants may be used for the requested purpose only and cannot be redirected to other projects within the department.

Application Process:

- A separate form is required for each individual project.
- If a faculty member submits more than one proposal, the priority of each should be noted.
- Project descriptions should be as complete as possible to give the Arts Society Council Adjudication Committee an understanding of the request and the benefit to the department/university of the request.
- Should a request be denied in any cycle of grant awards, the request may be resubmitted for a subsequent cycle.

Awarding Process:

- Grant requests will be reviewed by the Adjudication Committee of the MWSU Arts Society.
- The Arts Society Council will then vote on the Adjudication Committee's recommendations.
- The Chair of the Adjudication Committee will provide notice of proposals receiving funding to the requestor by email within 10 business days following the approval.

Funding Process:

- Purchases MUST be made through the University department budget.
- Fund MUST be spent and department reimbursement requests must be made before the end of the fiscal year, June 30. Funds may however be held over if specifically granted for a project for the following fiscal year.
- Submit the Foundation Payment Request form for reimbursement to the appropriate University department budget along with a copy of an invoice, receipt or other purchase documentation.
- Accountability reports will be required at the completion of the program/purchase in order to facilitate the Arts Society's Council's review/assessment of the impact of the activity. Supplemental photographs or testimonials would be appreciated.
- Reports should be submitted no later than 30 days after the event/purchase is made and funds will not be paid or reimbursed without a report.

For questions, contact Rachel Graves at 271-5920.

Missouri Western Arts Society
Requests for Project Funding 2017

Due date: Project requests are due on September 8, 2017 at 4:30 p.m.

Project: _____

Submitted by: _____

Department: _____

Telephone #: _____

E-mail: _____

Project Description: *Please attach a description of the following: ONE page maximum*

1. Project Description: *Provide a description of the project and how it will impact the students. Photographs and/or line drawings should be included where appropriate.*
2. Time period for project: *If funded by the Arts Society, what is the intended time period for implementation.*
3. Project Impact: *Describe the impact the project will have in supporting student scholarship, the number of students served, and the long term improvement to the facilities and/or teaching program that will accrue to the institution by receipt of this grant.*
4. Project Budget/Funding Request: *How many dollars are requested for this project in sufficient detail for the Society to understand the request.*
5. Matching funds: *If the project requires "Matching Funds", detail the availability of those funds and their source.*

Please return the Request for Project Funding by **September 8, 2017 at 4:30 p.m.** to Rachel Graves in Spratt 106 or email rgraves@missouriwestern.edu.