



GRANT ALLOCATIONS 2017-2018 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 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

Proposals from Fine Arts faculty and staff and related arts outreach programs conducted by the Western Institute will be considered. Faculty, Staff and organizations outside of the School of Fine Arts and Western Institute interested in receiving Arts Society funds to support guest artists or arts events should partner with a faculty member in the School of Fine Arts.

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.

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 Allocation Committee an understanding of the request and student impact.
- 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 submitted by the stated deadline.
- The Dean of the SFA shall meet with the Allocation Committee to discuss priorities and availability of other funding sources at the beginning of the Allocation Committee meeting. Likewise, if request are received from programs within the Western Institute, the Dean of Western Institute will address the Allocations Committee.
- Grant requests will then be reviewed by the Allocation Committee of the MWSU Arts Society.
- The Arts Society Council will then vote on the Allocation Committee's recommendations.
- The Chair of the Allocation Committee or staff 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.
- If funds are used for a public event, recognition that funds were provided by the Missouri Western Arts Society are encouraged.