The Colgate Arts Council supports the creative and performing arts at Colgate University. This primarily includes the areas of music, theater and dance, creative writing, and visual art and film. The Arts Council welcomes and encourages faculty teaching in the social sciences and natural sciences, as well as in the humanities and arts, to propose public art events that will enhance their courses and other campus initiatives such as symposia that take place during the academic year. The Arts Council is committed to help fund significant artistic projects and/or performances. For example, proposals might include exceptional exhibitions, concerts, plays, film screenings, lectures, workshops, or readings. Student involvement is highly encouraged, as are collaborative and multidisciplinary approaches. The goal is to enrich Colgate’s educational vision and curriculum and create a more intensified culture for all the arts at Colgate and the surrounding communities.

The Arts Council seeks to raise the profile of the arts and therefore supports unusual and consequential projects that require funding beyond the normal budgets of departments and programs, which we hope to see among the supporters of the proposed event. The available funds are limited, requiring the Arts Council to consider proposals selectively. The Arts Council will also strive to provide balanced funding for all the arts at Colgate.

The Arts Council welcomes proposals by groups or by individuals who are continuing full-time faculty, Category I faculty, or museum curators. The Colgate Arts Council considers major grants up to $12,000 and discretionary grants up to $2000. The deadline for major grant proposals to support events that will take place in fall 2016 is April 22, 2016. Discretionary grant applications may be submitted at any time, allowing at least six weeks before the event.

**MAJOR GRANTS**

Major grants provide funds up to $12,000. Only one major grant per applicant will be possible in a fiscal year.

Proposals, not to exceed five pages in length, should include:

1. A cover page with the project title, names(s) of applicant(s) and the applicant’s department/program/museum.
2. Project description with proposed dates and a statement regarding the intended impact on the arts at Colgate and on the curriculum.
3. History of funding from the Colgate Arts Council in the past two years.
4. Detailed and itemized budget, including honoraria or artist fees, travel, hotel, meals or per diems, receptions, publicity, minor equipment and supplies, student wages, etc. Please use the budget guide and worksheet at [http://www.colgate.edu/offices-and-services/deanoffacultyoffice/currentfaculty/fundingopportunities](http://www.colgate.edu/offices-and-services/deanoffacultyoffice/currentfaculty/fundingopportunities). Because Arts Council funds are limited, we urge applicants to economize when possible. For example, we
encourage applicants to make artists’ agents aware of Colgate University’s non-profit education institution status when negotiating fees. Per Colgate rules, major equipment purchases will not be considered, and all funded minor equipment will become university property.

5. Information about additional funding sources sought and/or granted for this project, including departmental or program co-sponsorships, institutional funding, and external grants. We encourage applicants to seek co-sponsorship both to share costs and to build audiences for their events.

6. Relevant documents, such as artist bios (as attachments).

7. Brief statement by the applicant’s department chair, program director, or museum director regarding how the project will impact the curriculum and/or the arts at Colgate (as attachment).

8. Send an electronic copy, and one hard copy with signatures and any attachments, to the Arts Council Chair.

DISCRETIONARY GRANTS

Discretionary grants provide funds up to $2000. A proposal may be submitted at any time during the academic year. The proposal must, however, be received by the Arts Council six weeks before the proposed event.

During one fiscal year, no more than $2000 for discretionary grants will be possible for one applicant. Discretionary grants are not normally available to those who receive major grants in the same fiscal year.

A proposal of one or two pages will include a few paragraphs describing the project and its intended impact on the arts at Colgate and the curriculum; funding history from the Arts Council; a detailed budget (see no. 4 above for comments on the budget); signature of the departmental chair, program director, or museum director; and relevant artist bios or other documents. Send an electronic copy, and one hard copy with signatures and any attachments, to the Arts Council Chair.

Additional Information for Major and Discretionary Grant Recipients

1. Grant recipients are encouraged to request administrative support from their departmental or program assistants for such tasks as gathering information for the proposal and, if funded, for organizing artist travel and accommodations, receptions, publicity, etc.

2. Grant recipients may request a copy of the Arts Council Support document from Angela Kowalski. This document will include helpful information and an event checklist template.

3. Grant recipients must include public acknowledgement of Arts Council sponsorship or co-sponsorship on all printed and electronic publicity and other materials as well as in announcements and introductions to the event.

4. Grant recipients are encouraged to document their event with photographic images, video recordings, or sound recordings, if appropriate, to create a lasting record of their
events. The Arts Council may, at its discretion, include such documentation on its website.

5. Grant recipients will provide a final budget report, a brief summary of the funded event, and a candid appraisal of its success within twenty days of the completion of the event. Please reiterate the immediate impact of the event (classes in attendance, general audience, value to department(s) and program(s)) and any long-range impacts anticipated. This brief self-evaluation will be used in the Art Council’s annual report and website archives.

If you have questions or need further information, please contact any member of the Colgate Arts Council: Carol Ann Lorenz, Chair
Greg Ames          Jeff Bary          Christian DuComb
Ani Maitra         Lynette Stephenson  Zhou Tian