

# **GUIDELINES FOR FASA SPECIAL PROJECT GRANTS**

Please note that dates are subject to change. It is your responsibility to check the FASA website for these changes.

## **What is a Special Project Grant?**

A Special Project Grant or “SPG” is a grant given to undergraduate Fine Arts students at Concordia University (be they in a specialization, major, or minor within the Fine Arts) to support both individual and group projects. As a member of the Fine Arts Student Alliance, a part of the fees that are levied from you every semester is dedicated towards these Grants.

## **What is the mandate of the Special Project Grant?**

FASA’s mandate in regards to Special Project Grants is to support projects that will reach a wide number of students at Concordia, particularly those within the Fine Arts community. We are a diverse community and we are looking for theoretical and practical projects that will allow our membership to be involved either as participants or audience members. Projects do not necessarily have to take place at Concordia, although they should be accessible to Concordia students if they would like to attend.

## **How often are FASA Special Project Grants handed out?**

Special Project Grants are given out once in the fall semester and once in the Winter semester. You may only receive one Special Project Grant per academic year. 75% of the members in each Moderate or Large Special Project Grant application must not have received or applied for a Special Project Grant in the same year.

## **How are funds allocated?**

Each year, FASA receives a portion of its fee levy that is dedicated directly to Special Project Grants. This amount varies from year to year and is based on the number of students enrolled in Fine Arts programs and how many credits they are taking. The amount that FASA receives is split into two equal parts to be distributed during the fall and winter semesters.

From the amount that is allocated for each semester, money is split according to percentages voted on by the FASA Council.

Individual 25%

Group 37.5%

Large 37.5%

## **Who Juries the applications?**

The jury for Individual and Moderate Special Project Grants is composed of six members (two FASA Coordinators, two Board of Directors, and two members at large). The FASA Board of Directors juries all applications for Large Special Project Grants during a Special Board of Directors Meeting designated especially for this purpose.

## **Are all projects guaranteed funding?**

No. Projects must fit within the mandate of the Special Project Grant program and it is up to the applicant(s) to ensure that they adequately convey the following 4 qualifications to the jury:

1. Clarity of Application
2. Quality of Budget
3. Community Impact
4. Goal of the Project

Each and every Special Project Grant is evaluated on a twenty (20) point system; all of the projects are then scored individually and the final score is averaged.

## **Who can apply for FASA SPG funding?**

Any undergraduate student registered in a specialization, major, or minor in the Faculty of Fine Arts can apply for FASA SPG funding. Students must be registered in at least one Fine Arts class during the semester in which they are applying for the grant.

## Individual Special Project Grants

Funding for a project being created by one person.

Funding amount: \$0-\$250 How to apply:

1. Read the eligible expenses document below and e-mail [fasafine@gmail.com](mailto:fasafine@gmail.com) or [officefasa@gmail.com](mailto:officefasa@gmail.com) if you have questions.
2. Create a budget for your project using the budget guide found here: <http://fasaconcordia.com/wp-content/uploads/2015/08/SPG-BUDGET-TEMPLATE.pdf>.
3. Write a Project Statement (maximum of 200 words) and Project Description (maximum of 500 words).
4. Fill out the online submission form for your project which can be found when clicking on the “APPLY HERE” button at the bottom of this page: <http://fasaconcordia.com/special-project-grants/>.

## Moderate Special Project Grant

Funding for a project being created by one or more people.

Funding amount: \$0-\$500 How to apply:

1. Read the eligible expenses document below and e-mail [fasafine@gmail.com](mailto:fasafine@gmail.com) or [officefasa@gmail.com](mailto:officefasa@gmail.com) if you have questions.
2. Create a budget for your project using the budget guide found here: <http://fasaconcordia.com/wp-content/uploads/2015/08/SPG-BUDGET-TEMPLATE.pdf>.
3. Write a Project Statement (maximum of 250 words) and Project Description (maximum of 500 words).
4. Fill out the online submission form for your project which can be found when clicking on the “APPLY HERE” button at the bottom of this page: <http://fasaconcordia.com/special-project-grants/>.

## Large Special Project Grants

Funding for a project being created by one or more people, which affect a large group of students in the Fine Arts community.

Funding amount: \$0-\$2000 How to apply:

1. Contact [fasfina@gmail.com](mailto:fasfina@gmail.com) or [officefasa@gmail.com](mailto:officefasa@gmail.com) prior to applying. You must first meet and speak to a representative from FASA before applying. You must meet with a Coordinator one week before applying. Failure to do so will result in the automatic refusal of your application.
2. Read the eligible expenses document below and e-mail [fasafine@gmail.com](mailto:fasafine@gmail.com) or [officefasa@gmail.com](mailto:officefasa@gmail.com) if you have questions.
3. Create a budget for your project using the budget guide found here: <http://fasaconcordia.com/wp-content/uploads/2015/08/SPG-BUDGET-TEMPLATE.pdf>.
4. Write a Project Statement (maximum of 350 words) and Project Description (maximum of 750 words).
5. Fill out the online submission form for your project which can be found when clicking on the "APPLY HERE" button at the bottom of this page: <http://fasaconcordia.com/special-project-grants/>.
6. Come to the FASA Special BoD Meeting happening during the week of October 19th (for Fall LSPG Applications) (the date for this Meeting for Winter LSPG Applications is yet to be determined). The date, time, and location for this Fall LSPG Application meeting will be confirmed with you. You must present a 3-5 minute presentation about your project and answer question from the FASA Board of Directors during this meeting.

**PLEASE NOTE THAT IF YOU ARE LATE TO YOUR APPOINTMENT WITH THE BOARD OF DIRECTORS, YOUR TIME TO PRESENT WILL BE DOCKED ACCORDINGLY.**

A report is due when you or your group starts handing in receipts or invoices to be paid by FASA. Until the report is handed in, your reimbursements will not be processed. All reports must be printed, and may not be digital. Your report must include the following:

- a. Events summary (500 words)
- b. Strategic plan (250 words) c. Financial Summary (250 words) as well as a comparison of the proposed and final budgets.

### **Is there anything helpful that I can do on my end?**

Yes! Please include your name and email address on all documents! By doing this you help streamline the jurying process and make the data management much easier for the FASA Coordinators.

### **Questions**

If you have any further questions, feel free to e-mail [fasafina@gmail.com](mailto:fasafina@gmail.com) or [officefasa@gmail.com](mailto:officefasa@gmail.com) or stop by our office during our office hours (found here: <http://fasaconcordia.com/contact/>) . The Coordinators will be happy to help you in any way that we can!

Please note: Once you submit your SPG form, you should see a confirmation from the Jotform on the screen. If you do not see this confirmation, please re-submit your application.

## **ELIGIBLE EXPENSES GUIDELINES**

FASA will only cover expenses if they fall under the following categories:

### **Artwork related Expenses**

FASA can fund supplies for the making of an artwork (ie: paint brushes, paints, photo paper, film, etc). We understand that non-traditional materials (such as food) are often used to create a work, so please provide justification regarding why it is the best option to buy and not rent or borrow these materials (i.e. the destruction of equipment during creation/performance of work).

### **Equipment Rental and Purchasing**

FASA will be more lenient with projects that will rent equipment. Equipment rentals can be but is not limited to cameras, speakers, printers, scanners, and digital recorders. The CDA also offers a wide variety of electronics and programs that you can borrow. FASA will fund permanent purchases, however, the applicant must write a one hundred (100) word description as to why they need this particular item for their project. Please note that these funds are for special projects. FASA will only fund up to a maximum of \$100 for a permanent purchase. If your item costs \$340, FASA will only fund \$100, and you must supply the other \$240.

### **Venue Rental**

FASA will fund the rental of venues for exhibitions, screening, performances, public events, and etc.. Please provide an accurate quote from the venue you are wanting to rent.

### **Printing and Publicity**

FASA can fund printing costs for posters, programs, and any other promotional materials related to a Fine Arts student initiative. We ask that if you are applying for publicity funding, please get a quote from a printer (ie: Rubiks) and include this with your application. Please note that if you are granted funding, the FASA logo **m ust** appear on all printed material

that has been paid for with FASA finding.

### **Food and Beverages**

Food and beverages (including alcohol) is covered for events, such as vernissages and openings. Holiday parties, end of year parties, and retreats are not eligible to receive FASA funding under the Special Projects Grant program. Please note that any alcohol, free or sold at a Concordia/FASA event (on or off campus) must absolutely have a liquor permit. The cost of obtaining a liquor permit may also be claimed as a part of FASA's funding. FASA will not reimburse alcohol purchases unless if a proof of a liquor permit is supplied.

### **Websites**

FASA encourages students to create websites that will showcase their artwork or promote their initiatives. Websites are eligible for coverage by FASA if they are being designed by a Fine Arts student (either you or another student in the Fine Arts).

### **Transportation and Accommodation**

Transportation includes the rental of vehicles (ex: moving vans/trucks) for the sole purpose of transporting equipment or artworks. Taxi fares for artists and speakers or for large artworks that you are unable to transport using other means (public transit or walking) are also covered by FASA. Funding of gas is limited to \$20; if exceeding this amount, a detailed report breaking down the kilometers traveled and pricing for gas must be given in the application when handing in receipts. We will also fund travel for guest speakers if they are traveling by plane, train, or bus. If the fare for a speaker's transportation comes out to an amount that is greater than our allowable amount, we can cover it up to the maximum, but you will have to cover the rest of the costs. Accommodation both for speakers and students going on research trips can be funded, but please be reasonable in choosing your accommodations (ie: nothing higher than a 3-star hotel). We do not fund travel to conferences, as the Faculty of Fine Arts has a travel grant available to fund student travel.

## **Honorariums**

An honorarium by definition is a financial compensation – not a wage – made to a person for their services in a volunteer capacity or for service rendered. FASA will fund an honorarium of \$150.00 for guest speakers, instructors, etc., provided they are reaching primarily to a Fine Arts audience. Please note that Concordia faculty members are contractually ineligible to receive honorariums. FASA does not fund gifts for these individuals. FASA will not fund honorarium to applicants.

### **A few things to keep in mind:**

As a part of the FASA membership, there are many opportunities and talented people you can reach out to for help in completing your project. There are also many other places within Concordia to apply for funding. When in doubt, fill it out (including our exception form found on our website) or email [fasa@concordia.ca](mailto:fasa@concordia.ca).