

FASA SPECIAL PROJECT GRANTS HANDBOOK!

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ALL ABOUT FASA SPECIAL PROJECT GRANTS

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. Part of the fee-levy paid by members of the Fine Arts Student Alliance (FASA) is dedicated toward the SPG fund every semester.

What is the mandate of FASA’s Special Project Grants?

FASA’s mandate for the 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 look to fund a diverse range of 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 SPGs awarded?

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 group 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. Grant money does not carry over from one semester to the next, meaning you must use your grant in the same semester you receive it.

How are funds allocated?

Each year, a portion of FASA’s fee-levy 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 received 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 Board of Directors. Right now it looks like this: Individual 25%, Moderate 37.5%, Large 37.5%.

Who can apply for SPG funding?

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

Who juries the applications?

The SPG jury for the Individual and Moderate categories is composed of six members (two FASA Coordinators, two FASA Board of Directors members, and two Fine Arts community members). The entire FASA Board of Directors juries the applications for Large Special Project Grants.

How are projects are selected for funding?

To be selected for funding, 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 3 qualifications to the jury:

- ★ Clarity of Application / Intention of Project
- ★ Community Impact?
- ★ Feasibility

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.

SPG APPLICATION INSTRUCTIONS

Individual Special Project Grants

Funding for a project being created by one person.

Maximum funding amount: **\$250?**

How to apply:?

1. Read the eligible expenses guidelines below and email office.fasa@gmail.com if you have questions.?
2. Create a budget for your project using this budget guide:
<http://fasaconcordia.com/wp-content/uploads/2015/10/Special-Project-Grant-Template.xlsx>

3. Write a Project Statement (maximum of 200 words) and Project Description (maximum of 500 words).

4. Fill out the online application 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 Grants

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

Maximum funding amount: **\$500**

How to apply:

1. Read the eligible expenses guidelines below and email office.fasa@gmail.com if you have questions.

2. Create a budget for your project using this budget guide:

<http://fasaconcordia.com/wp-content/uploads/2015/10/Special-Project-Grant-Template.xlsx>

3. Write a Project Statement (maximum of 200 words) and Project Description (maximum of 500 words).

4. Fill out the online application 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 will impact a large group of students in the Fine Arts community.

Maximum funding amount: **\$2000**

How to apply:

1. **IMPORTANT!** Contact office.fasa@gmail.com at least one week prior to the application deadline to ensure your project fits the criteria of the Large SPG category.

2. Read the eligible expenses guidelines below and email office.fasa@gmail.com if you have questions.

3. Create a budget for your project using this budget guide:

<http://fasaconcordia.com/wp-content/uploads/2015/10/Special-Project-Grant-Template.xlsx>

[e.xlsx](#)

4. Write a Project Statement (maximum of 300 words) and Project Description (maximum of 750 words).²

5. Fill out the online application 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/>. ²

6. Come to the FASA Board of Directors meeting. The date, time, and location for this meeting will be confirmed with you. You must present a 10 minute presentation about your project and answer questions from the FASA Board of Directors during this meeting.

7. A final 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. Your one page report should include a summary of your project’s progress well as a comparison of the proposed and final budgets.

Questions

If you have any further questions, feel free to email office.fasa@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!

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

IMPORTANT! 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.

SPG ELIGIBLE EXPENSES GUIDELINES

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

Artmaking Related Expenses

FASA can fund supplies for the making of an artwork (e.g. paint brushes, paints, photo paper, film, etc). We understand that nontraditional 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 (e.g. 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 include but is not limited to cameras, speakers, printers, scanners, and digital recorders. The CDA also offers a wide variety of electronics and other equipment that you can borrow. FASA will fund permanent purchases, however, the applicant must justify the purchase of the particular item in their project description, and 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 wish 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 (e.g. Rubiks) and include this with your application. Please note that if you are granted funding, the FASA logo **must** appear on all printed material that has been paid for with FASA funding.

Food and Beverages

Food and beverages (including alcohol) may be 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 covered by FASA. FASA will not reimburse alcohol purchases unless 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 by you or another student in the Fine Arts).

Transportation and Accommodation

Transportation includes the rental of vehicles (e.g. 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 submitted 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 adds up to exceed the amount of your grant, 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. 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 appealing 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 honorariums for SPG applicants themselves.

Other

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 the exceptions form found on our website), or email office.fasa@gmail.com.

OTHER GRANTS AT CONCORDIA

If you aren't eligible for FASA funding, or require additional funding to make your project happen, there are plenty of other granting bodies on campus that can help fund student projects. For example:

The Concordia Council of Student Life (CCSL)

The Concordia Council on Student Life (CCSL) makes funds available to support projects that enhance or contribute to the quality of student life at Concordia.

Deadlines:

Fall semester: Friday, October 5, 2018, 5pm

Winter semester: Friday, February 1, 2019, 5pm

[APPLY HERE](#)

The Concordia Student Union (CSU)

The CSU offers Special Project Funding for undergraduate individuals and student groups on campus. The goal of Special Project Funding is to fund and support events, projects and initiatives that benefit the undergraduate community at Concordia and enhance student life.

Deadlines:

October 2018 and March 2019 (exact dates to be determined)

[APPLY HERE](#)

The Concordia University Alumni Association (CUAA)

The CUAA disburses special-project allocations to student applicants four times per year, usually to a maximum of \$500 per project.

Deadlines:

Fall semester: Sunday, September 23, Sunday, November 18, 2018

Winter semester: Sunday, January 27, Sunday, March 24, 2019

[APPLY HERE](#)

The Concordia University Small Grants Program (CUSGP)

The Concordia University Small Grants Program (CUSGP) is designed to enhance the student experience at Concordia, both academically and in their engagement with our communities – locally, nationally and internationally. The CUSGP assists undergraduate and graduate students by offering supplemental financial support of up to \$1,000, on a competitive basis, towards a special project that meets the criteria.

Deadlines:

Funding requests are reviewed on a rolling basis.

[APPLY HERE](#)

The Sustainability Action Fund (SAF)

The Sustainability Action Fund (SAF) offers funding to support projects to develop sustainable infrastructure, urban agriculture, community-building, and education surrounding environmental and community issues, with the long-term goal of inspiring and developing a culture of sustainability at Concordia University.

Deadlines:

Funding requests are reviewed on a rolling basis.

[APPLY HERE](#)