# Guidelines for FASA Special Project Grants

## What is a Special Project Grant?

A Special Project Grant is a grant given to Fine Arts Students (be they in a major or a minor) 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 in the Fine Arts community. We are a diverse community and we are looking for projects both theoretical and practical 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 memebers in each group application or large 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. For the 2012-13 academic year the percentages are as follows:

Individual 25%

Group 37.5%

Large 37.5%

## Who juries the applications?

The jury for Individual and Group Special Project Grants is composed of six members (two Executive Officers, two Councilors, and two Members at large).

All applications for Large Special Project Grants are juried by the FASA Council during a Special Council 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/ Intention
2. Quality of Budget
3. Community Impact
4. 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 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.

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**What kinds of grants are available and how do I apply?**

**Individual Special Project Grants:** Funding for a project being created by **one person**.
Funding amount: $0-250.

How to apply:

Step One: Read the eligible expenses document below and e-mail fasaexternal@gmail.com if you have questions.

Step Two: Create a budget for your project using the budget guide found online on our website fasaconcordia.com under the Special Project Grant heading.

Step Three: Write a one-page project statement & a 50-word project summary.

Step Four: Fill out the online submission form for your project which can be found under the Special Project Grant heading.

Fall 2013-14 application deadline: October 11th, 11:59pm.

Winter 2013-14 application deadline: February 14th, 11:59pm.

**Group Special Project Grants:** Funding for a project being created by two or more people.

Funding amount: $0-500.

How to apply:

Step One: Read the eligible expenses document below and e-mail fasaexternal@gmail.com if you have questions.

Step Two: Create a budget for your project using the budget guide found online on our website fasaconcordia.com under the Special Project Grant heading.

Step Three: Write a one-page project statement & a 50-word project summary. Step Four: Fill out the online submission form for your project which can be found under the Special Project Grant heading.

Fall 2013-14 application deadline: October 11th, 11:59pm.

Winter 2013-14 application deadline: February 14th, 11:59pm.

**Large Special Project Grants:** Projects that can be put on by one or more people, which affect a large group of students in the Fine Arts community.

Funding amount: $0-2000.

How to apply:

Step One: Contact fasa@concordia.ca to find out if your project qualifies for the Large Special Project Grant and to receive further instructions. IF YOU DO NOT CONTACT FASA PRIOR TO SUBMITTING YOUR APPLICATION, YOUR APPLICATION WILL NOT BE CONSIDERED AND THUS YOUR FUNDING REQUEST WILL BE AUTOMATICALLY DENIED.

Step Two: Read the eligible expenses document below and e-mail fasafina@gmail.com if you have questions.

Step Three: Create a budget for your project using the budget guide found online on our website fasaconcordia.com under the Special Project Grant heading.

Step Four: Write a one-page project statement & a 50-word project summary.

Step Five: Fill out the online submission form for your project which can be found under the Special Project Grant heading.

Step Six: Come to the FASA Special Council Meeting the week of October 15th-18th (date to be confirmed October 1st) in VA-234 at 6PM to present a 3-5 minute presentation about your project and answer questions from the FASA Council.

Fall 2013-14 application deadline: October 11th, 11:59pm.

Winter 2013-14 application deadline: February 14th, 11:59pm.

**Questions**

If you have any further questions, feel free to e-mail FASA at fasa@concordia.ca or stop by our office during office hours. The Executive Officers 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 Jotform on the screen. If you do not see this confirmation, resubmit your application.

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## ELIGIBLE EXPENSE GUIDELINES

***please note that purchases must be made between the dates of September 1st, 2013- December 3rd, 2013 for the Fall Semester; and December 3rd- April 2nd, 2014 for the Winter Semester***

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

Material costs

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

Equipment

Funding for equipment is on a rental basis; consider asking a friend or renting where possible. If rental is not the best initiative or is not the most cost effective option, please fill out the SPG Exceptions form found on the website under the SPG heading. Please note that filling out this form does not guarantee you the exception/funding. FASA does not fund software or computer

Venue Rental

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

Printing & 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 must appear on all promotional materials that have been paid for with FASA funding.

Food/Beverages

Food and beverages (including alcohol) will *only* 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 Project 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.

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 Fine Arts).

Transportation & Accommodation

Transportation includes the rental of vehicles (ex: moving vans/trucks) for the sole purpose of transporting equipment or artworks. Taxi fares for artist and speakers or for large artworks that you are unable to transport using other means (public transit or walking) is covered by FASA. Funding for gas is limited to $20; if exceeding this amount, a detailed report breaking down of kilometres and pricing must be given in the application and when handing in receipts. We will also fund travel for guest speakers; if they are travelling by plane, train, or bus, and the fare 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 student 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 services rendered.

FASA will fund an honorarium of $150.00 for guest speakers, instructors, etc, provided that 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.

**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. Please make good use of our Skillshare ads on our website to both post for help on a project as well as offer your services.

When in doubt, fill it out (Exception form found on website on the Special Project Grant page) or email fasa@concordia.ca.