

# Checklist for Completing Friends of the Visual Arts Grant

## Prior to Beginning the Application

- 🍏 Decide upon a project and make a plan for completing the project
- 🍏 Research expenses associated with the project
- 🍏 Contact professors to act as a faculty sponsor for your project

## Completing the Application

- 🍏 Provide applicant details
- 🍏 Write a narrative to describe the project details, financial need, and budget
- 🍏 Ask your faculty sponsor to provide a letter of support
- 🍏 Ask your faculty sponsor to complete the Faculty Evaluation Form
- 🍏 Complete the budget worksheet

## After the Project is Completed

Within 1 month of the completion of the project

- 🍏 Send a letter of appreciation to the Friends of the Visual Arts Board, including information on how the award was beneficial to your growth as an artist.

<b>APPLICATION FOR FRIENDSHIP GRANT</b>	<b>DATE LODGED:</b>	
	<b>AMOUNT APPROVED:</b> (Office use only)	
<b>AMOUNT REQUESTED:</b> _____  <b>TOTAL AMOUNT NEEDED:</b> _____  <b>DATE FUNDS NEEDED</b> _____	<b>CATEGORY</b> <input type="checkbox"/> CAREER <input type="checkbox"/> ACADEMIC <input type="checkbox"/> ART-RELATED	<b>PROJECT</b> <input type="checkbox"/> EXHIBITION <input type="checkbox"/> TRAVEL <input type="checkbox"/> SUPPLIES <input type="checkbox"/> WORKSHOP <input type="checkbox"/> FEES <input type="checkbox"/> OTHER

**1. APPLICANT DETAILS**

<b>NAME:</b>	<b>FACULTY SPONSOR NAME:</b>
<b>ADDRESS:</b>	Home Phone:
<b>CITY, STATE, ZIP</b>	Work Phone:
	Mobile Phone:
	Email:
<b>STUDENT ID NUMBER (CIN):</b>	
<b>STATUS OF APPLICANT – (student in specific course, undergraduate, postgraduate)</b>	
<b>SPECIFIC AREA OF STUDY -</b>	
I agree to the award conditions outlined within this application form, including responsibility for the educational/artistic and financial components of the acquittal report, due 1 month after completion of the project.	
Signed by applicant..... Date:     /     /	

## 2. Project Details

Please provide a description of project/event for which financial assistance is needed. Describe how this need is education-related, and what other financial sources you have contacted for assistance previously. Include information such as location of project, professional artists associated with the project, and collaborations involving current students. Provide a narrative description of the types of expenses involved in the project. (Note a detailed breakdown on projected expenses will be detailed in Section 4 – Budget). Also include details of projected outcomes and benefits of the project related to the objectives of the SFA School of Art. Attach additional sheets if necessary to address this section.

### 3. Faculty Sponsorship

A. All applications from students/graduates must have a written statement from a supervising professor/instructor that the project has addressed the selection criteria and is supported by the lecturer (maximum of 100 words). This MUST be attached at the time of submitting the application.

B. In addition, this supervisor must complete the Faculty Evaluation form below and attach it to the application packet

#### Friends of the Visual Arts Scholarship Faculty Evaluation Form

Please take the time to rate the student for whom you are a faculty sponsor. A rating of one is low while a rating of five is high. If you have insufficient knowledge of the particular area in question, circle "na." Please provide any comments specific to each rating and/or general comments in the spaces provided. Please attach this form to the application packet at the time it is submitted.

##### Integrity

1                      2                      3                      4                      5                      NA

Comments:

##### Work ethic

1                      2                      3                      4                      5                      NA

Comments:

##### Selflessness

1                      2                      3                      4                      5                      NA

Comments:

##### Ambition

1                      2                      3                      4                      5                      NA

Comments:

Additional Comments:

Faculty Name (Please print): .....

Signature: ..... Date: .....

## 4. BUDGET

Please indicate below the projected income expenses that will be involved in the project/event for which you are asking for assistance. After the project/event is complete, please complete the second column showing the actual expenses/income.

NOTE THAT INCOME AND EXPENDITURE CASH TOTALS MUST BE THE SAME AMOUNT  
i.e.: THE BUDGET MUST BALANCE

Provide an itemised list of all additional "in-kind" resources with an indication as to whether these resources are secured or are "pending" confirmation from another source.

<b>INCOME</b>	<b>Projected</b>	<b>Actual</b>
Funding from other sources (list individually)		
Applicant's contribution		
Amount requested from the FVA Award		
<b>TOTAL INCOME )</b>		
<b>EXPENDITURE (itemize relevant details)</b>	<b>Projected</b>	<b>Actual</b>
Travel		
Mileage		
Airfare		
Per Diem		
Lodging		
Meals		
Supplies/materials		
Fees (specify)		
Marketing		
Publicity		
Printing costs		
Venue costs		
Production costs		
Insurance costs		
Professional Artists' fees		
Other (specify)		
<b>TOTAL EXPENDITURE</b>		
<b>RESOURCES IN KIND</b>	<b>Projected</b>	<b>Actual</b>

