

Friends of Drake Arts Faculty Grant Guidelines

The Friends of Drake Arts provide grants of up to \$800 per applicant to enable faculty members to engage in projects or undertake activities that will contribute to their professional advancement as artists and educators. Emphasis is placed on artistic enrichment, with the teaching benefits as corollary.

Eligibility

- Awards may supplement but not take the place of support for faculty development activities that should come from regular college funds.
- Activities supported by an award will typically require active involvement of the faculty member, rather than simply observation.
- If possible, activities supported by an award should lead to a product (a book, article, presentation, or composition) or contribute to a performance or exhibition.
- Preference is given to activities designed to foster advancement as artists or scholars of the arts over those having to do strictly with curriculum development.

Submission Requirements

- Applications should be in the form of a memorandum to the Dean, with four matters treated in as much detail as necessary:
 - brief description of the nature and purpose of the activity
 - timetable
 - enumeration of expected benefits
 - budget
- Faculty may submit applications for multiple projects, but total funds awarded to an individual faculty member shall not exceed \$800 per year.

Review Process

The Dean and the Fine Arts Chairpersons constitute the selection committee. The selection committee will meet as a group to determine award recipients. The Dean will inform the Friends of Drake Arts Board of Directors of the award recipients in each round. The Dean's office will notify the recipients of their award.

In instances of multiple proposals having equal merit, those applicants who did not receive funds in the previous year will have a priority claim. Applications for previous-year recipients may be "put on hold" pending the availability of funds later in the year.

Timeline

Submission Deadlines

- Applications for funding to be used during the first semester of the upcoming fiscal year (June 1–December 31) must be received by the Dean's office by **April 1**.
- Applications for funding to be used during the upcoming second semester (January 1–May 31) must be received by the Dean's office by **November 1**.
- Funding cannot be carried over from one fiscal year to the next.

Award Notifications

Applicants will be notified of funding decisions within 4 weeks of each submission deadline.

Report Deadline

A written report describing the outcome of the scholarly or creative work must be submitted with the PAR for the year in which the grant was awarded (eg. Spring 2012 grant in 2012 PAR).