

## Friends of Drake Arts Student Grant Guidelines

The Friends of Drake Arts provide grants of up to \$500 per applicant<sup>1</sup> to create opportunities for fine arts students to expand their Drake experience, positively impacting their ability to collaborate with all areas of the university, connect with partners in the Greater Des Moines community, and travel to capitalize on unique experiences to enhance their fine arts education.

### Eligibility

- Eligible applicants include students currently enrolled at Drake University at the time of the event and are majoring or minoring in a Fine Arts discipline. Majors and first-time applicants get priority.
- Applicants are limited to one application per deadline, and one award per school year. One student per application.
- Proposed expenses must occur when students are currently enrolled at Drake University.
- It is **strongly** recommended the application is completely submitted at least two months BEFORE the dates of the need. There will be **no** exceptions for retroactive grants (for events that have already occurred before the board is able to meet and vote on the application).
- Applications may not be resubmitted if the first request is declined. Additionally, applicants may not apply for the same project/opportunity from year to year.
- Preference will be given to activities / projects that have not yet been funded during the current academic year.
- Funded activities must align with one of the Friends of Drake Arts' three funding priorities (see below). Travel for graduate school auditions or Drake-sponsored events, tours, or tours will not be considered.
- Applications will include the following:
  - Application form
  - Proposed budget with explanation of expenses and how the grant money will be spent.
  - Letter of Recommendation from a faculty member

### Funding Priorities

Projects, activities, or opportunities must fall within one of the following funding priorities:

#### Student Travel & Professional Development

Grants to defray the cost of travel for fine arts students pursuing extracurricular activities to supplement their Drake education. Preference will be given to requests that represent significant benefit to fellow students upon the grantee's return, or an extraordinary boost to Drake's reputation abroad.

#### Community Outreach & Partnership

Projects that facilitate activities which connect Drake Fine Arts students to the Greater Des Moines Community. Special performances, partnerships, classes, exhibitions or presentations that involve partnerships with entities outside of Drake will be given preference.

#### Campus Outreach & Interdepartmental Collaboration

Projects supporting collaborative efforts to connect **two** departments on Drake's campus to more fully expose students to Drake Fine Arts. Eligible projects include efforts to combine events from two departments, or efforts to expose Drake's campus to the fine arts in creative ways.

### Submission Requirements

- All applications must be submitted online. [Click here to access the application form.](#) Applications will not be accepted in any other format.
- A budget must be submitted within the application.
- A faculty recommendation must also be submitted. Submission of your application will trigger a request to your selected faculty member. You will receive an email confirmation when the faculty submits the recommendation and therefore completes the application.

Partial applications will not be accepted. This is a competitive award so complete answers are expected. Please allow enough time for your faculty recommendation to be submitted. Preference will be given to students who have not received FDA funds previously.

### Review Process

Applications are reviewed by the Friends of Drake Arts Board of Directors following each submission deadline. Evaluation is based on the criteria outlined in the funding priorities stated above and availability of funds. All decisions are final. In some cases, other Drake University departments (Accounting, Office of Student Financial Planning, etc.) may also need to provide final approval when processing the payment of funds to students.

## Timeline

### Submission Deadlines

- Applications for grants need to be fully submitted by September 29<sup>th</sup>, December 1<sup>st</sup>, January 26<sup>th</sup>, and March 29<sup>th</sup> to be discussed at the board meeting following these dates. There will be no exceptions for late applications.
- Funding cannot be carried over from one fiscal year to the next (July 1- June 30)

### Award Notifications

Applicants will be notified of funding decisions within 6-8 weeks of the submission deadline by someone in the College of Arts & Sciences Dean's office. If applicants are awarded the grant, follow instructions of documentation in detail.

### Report Deadline

Following a successful award, grantees are required to submit a brief report on their experience to [friendsofdrakearts@drake.edu](mailto:friendsofdrakearts@drake.edu) indicating **1)** the use of funds, with documentation for expenses, and **2)** the outcome of the learning, research, or performance activity and impact on Drake University using the guidelines above. Any notes of gratitude to share with donors are also welcome and appreciated.

<sup>1</sup> Funding caps, submission deadlines, and eligibility requirements are subject to change without notice at the discretion of the Friends of Drake Arts Board of Directors. Grants approved prior to any such changes will still be honored.

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