Guidelines for Drama Department applications to

**The President’s Fund for the Creative and Performing Arts**

Updated January, 2022

Purpose of the President’s Fund:

To support research and creative activity in the Department of Drama and research activity outside of the University, through Faculty Research/Creative Activity Assistance, related Student Research Assistantships, and Visiting Artists and Scholars.

Total Funding available through the President’s Fund:

It is understood that Drama will be allocated $40,000-$60,000 per year for this purpose.  The University requires that this money be spent annually. This grant was created in recognition of the paucity of grant funding available to fine arts faculty members involved in creative activity and research. The VP Research Office reviews this allocation annually.

Eligibility to apply to the President’s Fund:

* Full-time, tenure track faculty members and FSOs will have priority for funding.
* Ongoing contract instructors\* may apply but will not have the same priority as continuing faculty members.

\*for the purpose of this document, “ongoing contract instructors” is defined as those who are currently engaged by the Department, have worked with the Department over any 3 consecutive years, and normally teach 2 hce or more in a given year.

* Students are not eligible to apply but can be supported through faculty projects.

Application Guidelines:

* Applicants must fill out an application form (located at the end of this document) and submit it electronically or in print by the application deadline. There will be two deadlines annually:  **October 1 and February 1.** Notification of awards to applicants will be given within two weeks of the close of applications.
* All applications are made to the Chair and are reviewed by the committee.  Please include in your application the anticipated date of completion for your project and total all funds you have received for the current fiscal year (APRIL 1 TO MARCH 31).

Funding Categories:

1. **Faculty Creative Activity/Research Assistance**
* Under this category, support may be requested for the following:
1. Project funding for a research or creative activity initiative. Could include engaging artists, materials costs, venue rentals, travel for the project, etc.
2. Costs for disseminating research or creative activity materials: e.g.

conference papers, manuscripts, etc.

1. Teaching release to pursue research/creative activity.
* Please note: The Terms of Reference of the Grant from the VP Office stipulates that this fund is not to be used for the support of any ongoing operational activity of the Department of Drama. Applications need to clearly establish how the project contributes to the individual applicant’s research development and profile. This means it cannot be used for standard operational expenses for Studio Theatre productions or for classroom projects. Cases for funding may be made for projects happening in any department labs as long as the project is clearly furthering a faculty member’s research or creative activity.
* Support for any individual project will not normally exceed $6000/year.
* A maximum of one project per person will normally be awarded in any given year. More than one application may be submitted but priority will be given to those who have not yet received a grant within that fiscal year.
* This funding is intended to support projects for which there is no other relevant funding, or not enough from those sources. Therefore, faculty members are encouraged to apply to other University or external grant programs wherever possible.

1. **Faculty Ad Hoc Travel**
* This category supports travel funding to pursue research or creative activity opportunities or to present at conferences, symposia, etc.
* Support must be requested before anticipated travel occurs, i.e. no retroactive funding.
* Normally the President’s Fund will support up to $4000 towards faculty travel/year *which cannot be funded in other ways*, with a maximum request of $750 per faculty member in a given year.
* These travel requests can be sent to the chair at any time and will be approved by the chair until the funds are depleted.

1. **Student Research Assistantships**
* This category supports student research assistance activities.
* Minimum hourly rates for this activity are those set by the university.
* In cases where major, independently driven research assistance is expected, the university graduate research assistantship (GRA) rates can be used.
* Faculty submitting an application should describe the nature of the research assistance requested, the dates assistance is needed, and the number of hours requested.
* In the application, faculty members may choose to indicate a particular student who they would prefer to have assigned to the project.
* Graduate and undergraduate students may be awarded research assistantships.
* Research assistantships are intended to support the research/creative activity of the professor making the application.
* The total amount of money available for any single student assistantship will not normally exceed the equivalent of a 6-hour GRA.

1. **Funding Visiting Artists and Scholars**
* This category supports visiting guest artists and scholars.
* Visitors may be brought in to: offer master classes; deliver guest lectures and scholarly papers; participate in panels, symposia, etc.

1. **Special Opportunities**
* This category supports opportunities that do not fit other categories but will enhance professional development.
* This category may also be used to support unanticipated project opportunities that fall outside of the regular grant deadlines.
* Projects will be supported as funding allows.

Application review procedures:

* An advisory committee will normally review applications and make allocation recommendations to the chair.
* This committee will normally consist of three full-time elected faculty members.
* Members will normally serve for 2 years and terms will be staggered when possible.
* The committee will meet a minimum of two times/year, within a week of application deadlines.
* Members will remove themselves from discussions in cases where there is a conflict of interest. Final decisions on all grants will be made by the committee.

Reporting Procedures:

* Following the completion of any project supported by the President’s Fund, a brief report on the project will be submitted to the Assistant Chair, who may include these reports in a required annual report to the office of the Vice-President Research.
* The report should include:
	+ A *description* of the research or creative activity undertaken.
	+ An outline of the *impact* on the researcher, the Department and on others.
* Afinancial summary is not necessary.
* Reports should be submitted within 30 days of completion of the project and should be a maximum of one page.
* Faculty members who are more than one final report in arrears will not be considered for another grant until all their reports are completed and submitted.

Recognition:

* The grant, the university and the department will be recognized in all print material, such as programs. At minimum this recognition will include acknowledgement of:
* ***The University of Alberta President’s Fund for the Creative and Performing Arts***
* ***The Department of Drama***

Funding considerations:

* Normally, funds will be spent or returned *within one year* of receiving notification.  Extensions must be sought in writing.
* Unused funds will revert to the pool.

**President’s Fund Application Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For which funding cycle are you applying (October, February)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

By what date do you expect the project to be completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you already received a President’s Fund during this fiscal year? And if so, how much?

**Project Description:**

(Please provide a detailed description of the project that will be supported by the President’s Fund. Be sure to identify *how this project fits within your larger research trajectory* and the potential impact this funding will have on this project. Identify *why this funding is necessary* to make this research possible.)

**Research Assistance:**

Are you applying for a research assistant position? \_\_\_\_\_\_\_\_\_\_\_\_

If yes, how many hours will you need this position? \_\_\_\_\_\_\_\_\_\_\_\_

Do you have a specific student in mind? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guest Artist:**

Are you applying for guest artist/scholar funding? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide a descriptive paragraph regarding the background of the artist:

What are the proposed activities for this guest? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

When will this guest be visiting our department? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who in the department will have access to this guest? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget:**

Have you applied to other sources of funding? If so, which? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| INCOME |  | EXPENSE |  |
| (source) | ($) | (item) | ($) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL |  |  |  |
|  |  |  |  |
| NET (Inc - Exp) |  |  |  |

EXAMPLE:

|  |  |  |  |
| --- | --- | --- | --- |
| INCOME |  | EXPENSE |  |
| (source) | ($) | (item) | ($) |
| CCA Grant | 5000 | Artist fees | 6000 |
| KIAS | 2000 | Venue Rental | 4000 |
| President’s Fund | 4000 | Marketing | 1000 |
| TOTAL | 110000 |  | 11000 |
|  |  |  |  |
| NET (Inc - Exp) | 0 |  |  |