The Colgate Arts Council (CAC) supports the arts at Colgate University, including music, theater and dance, creative writing, visual art and film. The CAC welcomes proposals from faculty in all divisions initiating public art events taking place during the academic year.

The CAC seeks to raise the profile of the arts on campus and in the surrounding region and therefore supports consequential projects requiring funding beyond the normal budgets of departments and programs. Proposed events may include exhibitions, concerts, plays, film screenings, lectures, workshops, or readings. Student involvement, collaborative and multidisciplinary approaches and specific curricular connections are strongly encouraged. Available funds are limited, requiring the CAC to consider proposals selectively. The CAC also strives to provide balanced funding for all of the arts at Colgate.

The CAC awards major grants up to $12,000 and discretionary grants up to $2,000.

**Eligibility:** The Colgate Arts Council welcomes proposals from full-time tenure-stream faculty, Category I faculty, visiting faculty, or museum curators. Preference, particularly for major grants, may be given to continuing faculty. Only one major grant per applicant may be awarded in a fiscal year. No more than $2,000 for discretionary grants will be awarded for one applicant in a fiscal year. Discretionary grants are not typically available to those who receive major grants in the same fiscal year.

**MAJOR GRANTS**

Major grants provide funds up to $12,000. The deadlines for major grant proposals are as follows, with notifications of awards decisions within 3 weeks:

- **Events in Spring 2018:** November 17, 2017
- **Events in Fall 2018:** April 13, 2018

If these deadlines are too late for you to plan effectively: The CAC recognizes that some public arts events require planning (and confirming funds) far in advance of our deadlines, and therefore will consider major grant applications on a rolling basis for exceptional opportunities arising earlier.
If you missed the deadline:

*Proposals for major grants may be considered on a rolling basis for exceptional opportunities arising after regular deadlines have passed but at least six weeks before the proposed event. Please note that proposals received late will not be as competitive, and funding is limited.*

**Major grant proposal checklist:**

1. **Cover page** with the project title, name of lead applicant, and signature of the lead applicant’s department/program/museum. If the application is collaborative, list all partnering applicants, but note that one person must serve as lead applicant.
2. **Project description** with proposed dates and a statement regarding the intended impact on the arts at Colgate, including specific connections to the curriculum, faculty and/or student organizations.
3. **History of the applicant’s funding** from the CAC over the past two years.
4. **Detailed budget**, including honoraria or artist fees, travel, hotel, meals or per diems, receptions, publicity, minor equipment and supplies, student wages, etc. Please use the Arts Council budget form at [http://www.colgate.edu/offices-and-services/deanoffacultyoffice/currentfaculty/fundingopportunities](http://www.colgate.edu/offices-and-services/deanoffacultyoffice/currentfaculty/fundingopportunities) Because CAC funds are limited, we urge applicants to economize when possible. For example, we encourage applicants to make artists’ agents aware of Colgate University’s non-profit education institution status when negotiating fees. Per Colgate rules, major equipment purchases will not be considered, and all funded minor equipment will become university property.
5. **Information about additional funding sources sought and/or granted for this project**, including departmental or program co-sponsorships, institutional funding, and external grants. We strongly encourage applicants to seek co-sponsorship both to share costs and to build audiences for planned events.
6. **Any relevant attachments**, such as artist bios or other documents.

Submit your proposal via email to CAC Chair Penny Lane (plane@colgate.edu).

**DISCRETIONARY GRANTS**

Discretionary grants provide funds up to $2,000. Discretionary grant proposals are considered on a rolling basis throughout the academic year, but must be submitted at least six weeks before the proposed event.
**Discretionary grant proposal checklist:**

1. **Project description** of a few paragraphs describing the project and its intended impact on the arts at Colgate, including specific connections to the curriculum, faculty and/or student organizations.
2. **Detailed budget** (see no. 4 above for budget requirements).
3. **Any relevant attachments**, such as artist bios or other documents.

Submit your proposal via email to CAC Chair Penny Lane (plane@colgate.edu).

**Additional information for major and discretionary grant recipients:**

1. Grant recipients are encouraged to request administrative support from their departmental or program assistants for such tasks as gathering information for the proposal and organizing artist travel and accommodations, receptions, publicity, etc.
2. Grant recipients may request a copy of the Colgate Arts Council Support document from Angela Kowalski. This document includes helpful information and an event checklist template.
3. Grant recipients must include public acknowledgement of Colgate Arts Council sponsorship or co-sponsorship on all printed and electronic publicity and other materials as well as in announcements and introductions to the event.
4. Grant recipients are encouraged to document their event with photographic images, video or sound recordings, if appropriate. The CAC may, at its discretion, include such documentation in promotional materials and annual reports.
5. Grant recipients will provide a final budget report, a brief summary of the funded event, and a candid appraisal of its success within 30 days of the event. Please state the impact of the event (classes in attendance, general audience numbers, and value to departments and programs). This brief self-evaluation will be used in the CAC’s annual report and website archives.

For further information please contact any member of the Colgate Arts Council:
Penny Lane, Chair
Greg Ames
Jeff Bary
Kristin De Lucia
Laura Klugherz
April Sweeney
Mary Simonson
David McCabe
Ryan Endris