



Randolph Newman Cultural Enrichment Endowment 2018-2019 Grant Information & Guidelines

Who can apply?

Any SRJC department, program or campus group willing to sponsor and carry out a cultural event or cultural enrichment activity can apply for a grant. Activities covered must benefit students and the community on either the Santa Rosa or Petaluma campus, within Sonoma County.

How much funding is available?

For activities planned for **2018-2019**, the endowment will provide an estimated total of **\$5000** in funding. Applications with grant requests in the amount of \$1,000 to \$5000 will be accepted. The review committee reserves the right to award one grant for the entire amount available or to provide funding for multiple projects up to the total amount available for the year.

How do I/we apply?

- 1) Fill out the application form and attach supporting information.
- 2) Fill out the attached budget form.
- 3) Obtain the signatures of a department chair or administrator who supports the project and is willing to oversee the distribution of funds, and a facilities administrator for the venue you will be using.
- 4) Submit one (1) copy to: SRJC Foundation, Attention: Kate McClintock. Be sure to keep a copy of your application for your own records.

Submission deadline is *Friday, January 19, 2018 by 5 P.M.*

NOTE: Late or incomplete applications will not be considered for review.

Grant awards will be announced in early April 2018.

What is the time frame for application and grant awards?

Applications will be solicited each fall for the following academic year to allow for adequate planning. Grant applications submitted must be for projects being planned for **Fall 2018, Spring 2019 or Summer 2019**. Ideally, the endowment will fund at least one activity each fall and each spring.

What are the criteria for awarding the grant?

- The proposal must be for a free or ticketed cultural event or cultural enrichment activity (events or activities may include such things as a performance, exhibition, guest speaker, a reading/recital, a guest artist or artist-in-residence, workshop, or a series). **SRJC salary/travel reimbursements excluded.**
- The proposal must benefit SRJC students.
- The proposal must include a component open to community participation (community participation could include such things as a public lecture, gallery talk, reception, workshop, or performance.)
- The activity or event must present an opportunity to the College that otherwise might not be available.
- The activity may involve partnerships or cooperation with other segments of the community.



**Randolph Newman Cultural Enrichment Endowment
2018 – 2019 Grant Application Form**

Name of Project: _____
Applicant/ _____
Applicant Group: _____
Contact Person: _____ **Phone** _____
Number: _____

Check semester of proposed event or activity: Fall 2018 Spring 2019 Summer 2019

Respond to the following in your grant application (please limit your response to 2-3 pages):

- Describe the cultural event or cultural enrichment activity you propose.
- How will the event or activity benefit SRJC students?
- What aspect(s) of the event or activity will be open to the community?
- What means will you use to publicize the event or activity?
- What facilities will you need? Are they available during this time frame? Has this been verified with the appropriate department head responsible for the facility?
- Have you contacted the artists/performers/presenters? Are they available during the time frame that you have in mind?
- Who is supporting this proposal and what kind of effort or contribution are they willing to make to assure the success of this activity or event?
- Are any other groups, partnerships, or cooperative efforts involved in this proposal? If so, please describe.

I/We are willing to accept responsibility for planning and carrying out this event or activity and for using the allocated funds within the budget described.

Applicant or Representative of Applicant Group: Please provide name (printed) and signature **Date**

I am willing to offer administrative support and administer funds for this project.

Department Chair or Administrator: Please provide name (printed) and signature **Date**

I verify that the facility is available and that we are willing to reserve it for this event.

Facility Administrator: Please provide name (printed) and signature **and the facility name.** **Date**



Randolph Newman Cultural Enrichment Endowment
Grant Application
Worksheet: Proposed Budget

NOTE: The Foundation is responsible only for the awarding of grant monies. The applicant is responsible for coordinating travel/lodging for performers, publicity, and all fees and expenses related to the program.

It is *strongly* suggested the applicant research costs for fees, travel, publicity and other expenses when drafting the budget proposal. Expenditures beyond any RNCEE grant amount awarded must be provided for from other resources.

| | | |
|---|-------------|----|
| Fees for artist/performer/presenter/speaker: | \$ | |
| Travel Costs for artist/performer/presenter/speaker: | \$ | |
| Publicity Costs (Poster, flyers, publications, programs, copy costs; i.e., design and printing costs): | \$ | |
| Additional Personnel Costs (Staging, technical assistance, recording, setting up, clean up, etc.): | \$ | |
| Other costs (please itemize): | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| PROPOSED BUDGET TOTAL: | \$ | |
| <u>Subtract</u> ADDITIONAL FUNDING SOURCES *: | | |
| | - | \$ |
| | - | \$ |
| | | |
| <u>Equals</u> RNCEE GRANT REQUEST AMOUNT | = \$ | |

* If applicable, list any additional sources of funding, such as department budgets, Arts & Lectures, Multicultural Event funds, or Student Activities funds or partnerships with other organizations (i.e., SSU, local schools, arts organizations, local museums, etc.).