



Randolph Newman Cultural Enrichment Endowment

2024-2025 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 **2024-2025**, the endowment will provide a total of **\$5,000** in grants. Applications with requests in the amount of \$1,000 to \$5,000 will be accepted.

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 completed application to J Mullineaux, Executive Director of the SRJC Foundation (jmullineaux@santarosa.edu; 707-527-4797).

Submission deadline is *Thursday, February 29, 2024 by 5 P.M.*

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

Grant awards will be announced mid-March 2024.

What is the time frame for application and grant awards?

Grant applications must be for projects being planned for **Fall 2024, Spring 2025 or Summer 2025.**

What are the criteria for awarding the grant?

- The proposal must be for a free or ticketed cultural event or cultural enrichment activity on one of the SRJC campus sites (Events or activities could include such things as a performance, an exhibition, a guest speaker, a reading/recital, a guest artist or artist-in-residence, a workshop, or a series).
- 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.

Please note: Since these activities will take place at one of the SRJC campus sites, any COVID protocols that may be in place at the time of the event must be followed by the event organizers. Event organizers may want to consider an on-line option in the case that is the only alternative at the time.



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2024 – 2025 Grant Application Form

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

Check semester of proposed event or activity: ☐ **Fall 2024** ☐ **Spring 2025** ☐ **Summer 2025**

Please format your application to address these questions. (please limit your responses to 2-3 pages):

- 1) Describe the cultural event or cultural enrichment activity you propose.
- 2) How will the event or activity benefit SRJC students?
- 3) What aspect(s) of the event or activity will be open to the community?
- 4) What means will you use to publicize the event or activity?
- 5) 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?
- 6) Have you contacted the artists/performers/presenters, and are they available during the time frame that you have in mind?
- 7) 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?
- 8) Are any other groups, partnerships, or cooperative efforts involved in this proposal? If so, please describe.
- 9) If the Randolph Newman grant does not cover all of the expenses for this project, how will you cover the other expenses? Do you have any other financial support for your project?

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.

Print Name: _____ Signature: _____
Applicant or Representative of Applicant Group: _____ **Date** _____

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

Print Name: _____ Signature: _____
Department Chair or Administrator: _____ **Date** _____

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

Print Name: _____ Signature: _____
Facility Administrator: Please provide the facility name. _____ **Date** _____



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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 by 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.).