# ecap logo

ETHNIC CULTURAL ARTS PROGRAM

College of Arts and Sciences

2014-2015 GRANT/FUNDING INFORMATION­­­­­­­­

The Bowling Green State University Ethnic Cultural Arts Program (ECAP) announces the continued availability of funds to support multi-ethnic and multicultural arts events. Funding is granted through a competitive grant request procedure.

DEFINITIONS:

“Arts” is defined as any project that features performances or exhibitions that include but are not limited to theatre, folk and traditional arts, design arts, media arts, visual arts and crafts, music, literature, and dance. ECAP’s definition of “Ethnic” is broad and we will consider all applications that adhere to our mission of promoting cultural diversity and awareness. We are particularly interested in encouraging the work of underrepresented ethnic groups in the United States such as African Americans, Latino Americans, Native Americans, and Asian Americans, as well as marginalized groups traditionally defined by language, customs, or social views. “Ethnic Arts,” then, consists of performances or exhibitions as listed above that directly address the identities and concerns of such groups.

OBJECTIVES:

* ECAP-promotes events by non-BGSU professional artists that involve audiences across disciplines and across age, class, gender, sexual and racial identity.
* ECAP-focuses its attention on the distribution of resources among a diversity of ethnic orientations.
* ECAP-seeks to expose the BGSU community to outside artists and provide it with high quality ethnic arts projects through an emphasis on assisting organizers with event promotion, planning and execution.
* ECAP-is committed to the university’s mission of creating opportunities for student learning beyond the classroom experience. To that end we support educational excellence by providing informative and inspirational cultural arts programs that both complement and enhance student’s curricula.
* ECAP-supports activities on the BGSU campus and in the city of Bowling Green; activities in the wider community can be supported if they connect in an obvious way to BGSU and the local community.

ELIGIBILITY:

All BGSU Main Campus and Firelands Campus organizations, offices, departments, programs, and units are eligible to request funding through ECAP for multiethnic and/or multicultural arts events.

Applicants may request grant amounts of up to 60% of their project budget. A maximum of $5,000 applies to all requests. ECAP will prioritize proposals that show evidence of a broad base of financial support from other campus organizations as well as outside funding.

ECAP funds can be requested for a variety of support activities including, for example, the costs to bring professional artists on campus covering their transportation, lodging, meals, and honoraria, production costs of event (e.g., projectionist for film screening, accompanist for vocalist/instrumentalist), and costs related to producing flyers and brochures as well as advertisements to promote the event.

Funding will **NOT** be provided for:

* Equipment, supplies, materials or assistance normally obtained through University, College, or Department budgets
* Programming that would normally occur within a particular University unit
* events that have taken place prior to the specified time frame
* BGSU student employment, faculty salaries, or release time
* Hospitality expenses, such as food and beverages for openings, receptions or benefits.
* Interest expenses paid on loans or debts.
* Scholarship assistance for academic credit.
* Applications for projects primarily for academic credit.
* Fund raising efforts, such as social events or entrepreneurial activities.
* Applications for projects that primarily present political, denominational, religious or sectarian ideas, or projects that enhance the property of religious institutions.
* Arts activities that are essentially recreational, therapeutic or vocational.
* Applications for arts activities that have already occurred.
* Applications for travel by applicant.
* Applications from organizations that have not submitted final reports for the preceding fiscal year.
* Requests for artists’ fees when information about the artists and samples of the artists’ work have not been included in the support materials.

TIME FRAME:

Applications will be considered only for events that meet the following deadlines. Below is a chart of submission and event deadlines for the 2013/2014 academic year; applications submitted well in advance of the planned event are strongly encouraged.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| APPLICATION DUE BY: | FOR EVENTS OCCURRING AFTER: | NOTIFICATION BY | EVENT MUST OCCUR BY: | FINAL REPORT DUE BY: |
| 9/1/14 | 10/30/14 | 10/15/14 | 6/15/15 | 6/30/15 |
| 11/5/14 | 11/30/14 | 11/15/14 | 6/15/15 | 6/30/15 |
| 02/1/15 | 02/28/15 | 02/15/15 | 6/15/15 | 6/30/15 |
| 03/1/15 | 03/29/15 | 03/15/15 | 6/15/15 | 6/30/15 |
| 04/1/15 | 04/26/15 | 04/15/15 | 12/15/15 | 6/30/15 |

APPLICATION PROCESS:

1. Applicants are urged to attend the ECAP meeting at which their proposal is considered. Failure to attend the meeting *will not* jeopardize funding potential, but attendance could facilitate the Committee’s understanding of the proposal.

### 2. Applications that fail to follow these specifications may be returned for clarification or may not be considered, depending upon the timing involved. In this regard, please retain one copy of the completed application and support materials for your files.

3. Applicants are strongly encouraged to consult with the Director of ECAP or any member of the Executive Committee for information concerning the development and writing of their proposal.

4. The Ethnic Cultural Arts Program requires all grant recipients to give credit to ECAP for its support. This includes printed materials and confirmation of the program’s acknowledgement. Compliance with this requirement must be reported in the Final Report that each recipient must complete.

NOTIFICATION OF AN AWARD:

Applicants will be notified via email of the ECAP Executive Committee decision concerning their funding request. At that time, a final report form will be included for those who have been awarded funding. The final report form must be completed and submitted to the ECAP Committee by the designated deadline. Submission of the final report is a condition for review of future grant requests.

APPLICATION PROCEDURES:

1. A completed application consists of a *TYPED*:
2. ECAP 2014-2015 Application Cover Sheet (see page 4)

 B. Project Budget (see pages 5-6)

 1. Expenses

1. Income

C. Project Description (not to exceed 2 single-spaced typed pages). A successful project description should address the items below:

* Describe the event, including secured location, time and purpose.
* List personnel involved in the project, including applicants, performers, scholars, and/or technical consultants and briefly describe their qualifications.
* Explain how the event or project will promote awareness of the artistic expression of an underserved community and/or ethnic group.
* Describe the audience expected or targeted, and the nature and composition of that audience.
* Address plans for direct student involvement and the programs educational benefits. I.E., Classroom or studio visits, workshops, lectures, etc.
* Explain how you plan to advertise your event.

 D. Support Materials (strongly suggested). Examples can include: Vitas or

 resumes, Letters of invitation/acceptance, Contracts, Brochures, Flyers, etc.

 E. Proof read application for errors and/or consistency of dates, monies, mission, etc.

II. Email a PDF of the original signed and completed application, and turn in 2 hard copies of completed application and 2 hard copies of support materials if applicable (hard copies and support materials may be delivered to the ECAP director at the below address), on or before the appropriate deadline but no later than 5:00 p.m. to:

 Rob Wallace, Director

 robwall@bgsu.edu

 Ethnic Cultural Arts Program

 127 Shatzel Hall

 Bowling Green, OH 43403

If the deadline falls on a weekend or holiday, then ECAP will accept applications until 5:00 p.m. on the next business day. For additional information, please contact Rob at the above address. Or, consult the ECAP website at http://www.bgsu.edu/arts-and-sciences/ecap.html

FILE ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TO BE COMPLETED BY ECAP

ETHNIC CULTURAL ARTS PROGRAM

College of Arts and Sciences

**2013-2014 GRANT/FUNDING APPLICATION**

(1) PRIMARY APPLICANT NAME:

(2) PRIMARY APPLICANT TITLE/ ON-CAMPUS ADDRESS:

(3) ORGANIZATION/DEPARTMENT/OFFICE/UNIT/PROGRAM NAME:

(4) PHONE:  (5) E-MAIL ADDRESS:

(6) FUND#:  (6b)DEPT#:  (6c)ACCT#:

(7) BUDGET ADMIN.:

(7b) BUDGETADMIN E-MAIL:

(8) TITLE OF EVENT/PROJECT:

(9) DATE OF EVENT:

(10) EVENT LOCATION:

(11) AMOUNT REQUESTED FROM ECAP: $

(12) PREVIOUS ECAP SUPPORT: (Indicate Year, $Amount, Title, Date Final Report Submitted)

|  |  |  |  |
| --- | --- | --- | --- |
| (a)Year | (b) Grant $ | (c)Title Summary | (d) Final Report Submission Date |
|       |       |  |       |
|       |       |  |       |
|       |       |  |       |
|       |       |  |       |

(13) SIGNATURE DATE

(14) ADVISOR’S NAME (print)

(if student organization is applicant)

ADVISOR’S Phone # ADVISOR’S EmaiL:

ADVISOR’S SIGNATURE DATE      **PROJECT BUDGET: Page 1 of 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT EXPENSES:** **(by category)** | Note: Column A is the amount requested from ECAP for each expense item. Column B is the total dollar amount of item in proposed project.  | **(A) ECAP** | **(B)TOTAL**  |
| *(1) OUTSIDE PROFESSIONAL SERVICES* |  | Share of cost↓ | Full cost↓ |
| Presenter/Artist(s) | Artist/Exhibit/Performance Fee | $      | $      |
| Technical Support | Technicians, Support Personnel,etc. | $      | $      |
|  |  |  |  |
| *(2) RENTAL* |  |  |  |
| Equipment |       | $      | $      |
| Audio-visual equipment |       | $      | $      |
| Space |       | $      | $      |
| Other: |  | $      | $      |
|  |  |  |  |
|  |  |  |  |
| *(3) TRAVEL* |  |  |  |
| Transportation: | Airfare: $      | $      | $      |
|  | Car: # miles driven x $.50/mile=$0.00 Total Mileage | $      | $      |
| Lodging: | # of nights x $Cost/night = $0 | $      | $      |
| Meals (up to $39/person/day): | # of person(s) x # of days@$39.00 =$0.00 | $      | $      |
| Other: |       | $      | $      |
|  |  |  |  |
| *(4) MARKETING,PROMOTION, ADVERTISING* (itemize) |  |  |  |
|       |       | $      | $      |
|       |       | $      | $      |
|       |       | $      | $      |
|  |  |  |  |
| *(5) PRODUCTION EXPENSES* (itemize) |  |  |  |
|       |       | $      | $      |
|       |       | $      | $      |
|       |       | $      | $      |
|  |  |  |  |
| *(6) MISCELLANEOUS EXPENSES* (itemize) |  |  |  |
| Janitorial service |       | $      | $      |
| Security |       | $      | $      |
| Other: |       | $      | $      |
|  |       | $      | $      |
|  |       | $      | $      |
|  |  |  |  |
| **TOTAL**  |  | (**A)$****0.00** | **(B)$****0.00** |

**Page 2 of 2**

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT INCOME | **(C) Total =****$** | **(D)Confirmed$** | **+(E)Anticipated $** |
| **(1) BGSU**  |  |  |  |
| ECAP (this request) | $      | $      | $      |
| Your sponsorship/funding | $      | $      | $      |
| Total other BGSU sources of sponsorship/funding  Attach additional pages with :a) name of each organization/department/office and b) amounts confirmed and/or anticipated | $      | $      | $      |
|  **SUBTOTAL BGSU FUNDING**  (including additional pages) | $**0.00** | $**0.00** | $**0.00** |
|  |  |  |  |
| **(2) EARNED INCOME** |  |  |  |
| Ticket sales: # of tickets@$0.00per ticket=$0.00 Projected Ticket Revenue | $      | $      | $      |
| Other:      | $      | $      | $      |
|  **SUBTOTAL EARNED INCOME**  | $**0.00** | **$****0.00** | **$****0.00** |
|  |  |  |  |
| **(3) EXTERNAL SOURCES OF FUNDING** |  |  |  |
| External Grants (specify name of grant, funding agency) |  |  |  |
|       | $      | $      | $      |
|       | $      | $      | $      |
|       | $      | $      | $      |
| External Contributions (specify source) |  |  |  |
|       | $      | $      | $      |
|       | $      | $      | $      |
|       | $      | $      | $      |
| Other:  |  |  |  |
|       | $      | $      | $      |
|  |  |  |  |
|  **SUBTOTAL EXTERNAL SOURCES**  | $**0.00** | **$****0.00** | **$****0.00** |
| **TOTAL:** (*Note: column C total should match column B total listed on page 5*) | **COLUMN (D)****$****0.00** | **COLUMN (E)****$****0.00** | **COLUMN (F)****$****0.00**  |