



## GRANT FUNDING PROPOSAL INFO & GUIDELINES

**DEADLINE: MIDNIGHT (PST) SUNDAY - OCTOBER 22, 2017**

The CSUEA welcomes proposals to fund opportunities for students and faculty to remain connected with current entertainment industry practices. All CSU media & entertainment arts departments are encouraged to apply.

### FUNDING IS FOR PROJECTS TAKING PLACE:

**December 12, 2017 - August 22, 2018**

#### Please note:

- Applications submitted that do not follow the guidelines will be DISQUALIFIED.
- Please make sure your project is scheduled to take place between **Dec. 12, 2017 - Aug. 22, 2018**.
- The CSUEA grants page lists highlights of past funded projects and an example of a [successful proposal](#).
- Grant Proposal deadline is Sunday, October 22, 2017 (before Midnight)!

**Faculty Development:** CSU faculty can apply for funding **up to \$1,000** to register for and attend networking and training events, conferences, digital skills seminars and professional workshops. The intention is to increase visibility of CSU faculty within the industry, foster critical networking opportunities leading to invitations of industry professionals to campus, and for faculty to actively engage in cutting-edge industry practices.

\*Funding is restricted to **NON-ACADEMIC**, industry-focused workshops and events.

**Entertainment Professionals on Campus:** Proposals **up to \$5,000** will be considered to invite accomplished and prominent industry guests to spend quality time with CSU students and faculty. Formats can include guest lectures, seminars, panels, workshops, master classes, conferences or industry related events. Detailed bios of all proposed speakers must be provided. The CSUEA Grants Committee will carefully vet all industry professionals to ensure we are engaging with prominent and accomplished guests.

**Student-Industry Engagement:** Individual students or student groups/clubs can apply for funding of up to **\$500 per student** to cover registration and/or travel to industry events. The intention is for students to directly engage with industry professionals, stay informed about current trends and network for career opportunities. The application must be made with the approval of a faculty advisor who will serve as the lead contact for the grant. Funds for student groups will be reimbursed to the faculty advisor's department.

### THE CSUEA IS PROUD TO SUPPORT YOUR EFFORTS!

**Our process for applications has changed so please read the following information carefully and completely to avoid disqualifying your application.**

#### Process:

1. Once you have completed reading these guidelines and the sample funded project, please go to: <https://csuentertainment.submittable.com/>
2. Select "Grant Proposal - Due October 22, 2017" - If you do not have an existing account, you will be prompted to create one.
3. Complete and SUBMIT your application by or before midnight (PST) on Sunday, October 22, 2017.
4. The CSUEA will contact applicants via Submittable with a decision no later than Fri., Nov. 10, 2017.
5. Funds will be transferred as a reimbursement after the event has occurred and all relevant receipts & documentation have been submitted.
6. Funded projects may be highlighted on the CSUEA website [grants page](#).

## GUIDELINES

1. Application must be filled out in its entirety.
2. Detailed bios of all proposed speakers must be provided. The CSUEA Grants Committee will carefully vet all industry professionals to ensure we are engaging with prominent and accomplished guests.
3. Applicants will need to provide contact info for department or college's budget coordinator as well as a GENERAL FUND account number for funds transfer.
4. CSUEA requires a detailed report, including invoices and receipts to be submitted no later than 90 days after the event has occurred. **Failure to submit a report with proof that the funds were spent appropriately will automatically block any future funding.** Grantees will be provided with access to the report format through Submittable after acceptance.
5. If there are scheduling challenges, unused funds may not be rolled over.
6. You must notify the CSUEA via email (CSUEAgrants@calstate.edu) if you would like to discuss an extension for use of your funds. Failure to do so will block you from future funding.
7. Applications that are requesting funds that fall outside of the Winter 2017 through Spring & Summer 2018 will be immediately disqualified.
8. Printed and digital promotional materials must note that the funded project is supported by The California State University Entertainment Alliance and use The CSUEA authorized logo.

## NOTES & RESTRICTIONS

### FUNDING:

- Particular consideration is given to support CSU campuses not in or near major metropolitan cities.
- For a large part of our funds, priority will be given to applications who involve more than one CSU Campus and/or foster interdisciplinary collaboration.
- Funding cannot be guaranteed for multiple years.

### HOSPITALITY:

- There is a \$25 per diem limit on lunch and a \$50 per diem limit on dinner, as per [CSU and home campus guidelines](#).
- Funds cannot be used to purchase alcohol or durable goods (e.g. equipment).
- Funding does not cover excessive hospitality expenses such as receptions. It is intended to mainly cover speaking fees and honoraria for industry professionals.

### HIRING:

- Students hired to assist with event coordination must be paid according to CSU and home campus regulations, and their duties need to be itemized and specified in the proposal.
- Funds may not be used for hiring faculty or staff.

### TRAVEL:

- Airfare is limited to economy class, as per [CSU travel guidelines](#) (page 48.)
- Travel expenses to campus are for the main speaker only, not assistants, spouses, or entourage members.

### HONORARIA POLICY:

- Speaker fee cap is \$400.
- Workshop fee cap is \$750/day.