



Mini-grant proposals may be submitted any time of year, and should be e-mailed to: Erika Randall, Chair of the Roser Visiting Artist Endowment Committee, erika.randall@colorado.edu. Applicants can expect to hear results within 3-4 weeks after they apply. Mini-grant requests cannot exceed \$3,000. No final report needed. Photo documentation encouraged.

Basic Information:

Today's Date _____

Speedtype _____ (mandatory for the transfer of funds)

***Applications will not be reviewed if the speedtype number is missing.**

Total Amount of Request \$ (cannot exceed \$3,000) _____

Applicant Name

Applicant e-mail

Department Name

Address/Campus Box

City

Telephone

Project Title (if applicable)

Date(s) of Artist Visit

Date(s) of any and all performances, workshops, lectures, and/or exhibitions, etc.

Project Summary:

Narrative (should be no more than TWO pages):

1.) Visiting Artist(s):

Name(s) & Biographical sketch(es):

Project concept as it relates to the Mission Statement:

2.) Description of Interaction with Students. Please give examples of planned activities:

Benefit to students, faculty, community (specify approximately how many students will be involved and specific nature of the interaction):

Relevance of the project to current program(s):

3.) The Residency:

Proposed dates (can be approximate):

Activities involved in the residency:

4.) Other activities (performances, exhibits, etc. proposed for the visiting artist):

Performances / exhibits / screenings:

Community activities / workshops / classes:

5.) Budget (please be as accurate as possible with your budget, including specific quotes for Travel Expenses):

Administrative/Artistic Personnel

Technical/Production Personnel

Project Materials

Space Rental

Equipment

Honorarium

Please refer to website <http://www.gsa.gov/portal/content/104877> for current state hotel and per diem rates

Per diem

Travel (*specific/actual quotes required* for air, hotel, car rental, etc.)

Other (Please note Roser Visiting Artist Endowment Grants do NOT support fundraising activities, deficit reduction, receptions, marketing or publicity expenses.)

Total funding request from the Roser Visiting Artist Endowment:

6.) For collaborative or interdisciplinary projects involving other departments and faculty, please submit a letter or letters of commitment. If the collaborators are providing any financial support, please state the projected amount.

7.) Signatures:

Faculty and/or Graduate student signature:

Department Chair signature: