***THDN Program Support Application AY 23-24***

**Department of Theatre & Dance**

*This is an account provided by the THDN student program support for the purpose of funding student and faculty initiated projects that augment the THDN educational experience for a broad range of students. Projects funded by Program Support should benefit and enhance THTR & DNCE courses. These projects may include workshops/residencies by guest artists/teachers, facility improvements, and classroom tools and aids*. *Program Support is paid by students in a particular year and should therefore be used within the academic year in which they are collected (though the committee may earmark funds for future projects that are not feasible that year).*

**Deadlines (please note the schedule for different types of proposals):**

* **27 August 2023**: All large facilities/equipment requests over $5K for AY 23-24 & large guest artist proposals over $5K for Spring 24 *must* be submitted by this date. Smaller proposals will also be considered at the meeting but large proposals will *not* be considered after this deadline.
* **29 October 2023:** proposals under $5K for guest artists, Facilities/Equipment and supplies.
* **28 January 2024:** proposals under $5K for guest artists, Facilities/Equipment and supplies.
* **14 April 2024:** Early Bird app’s for fall 2024 & all proposals for guest artists over 5K for fall 2024 *must* be submitted by this date. Early Bird PROPOSALS ARE DESIGNED FOR PROJECTS THAT REQUIRE funding during fall 2024 semester.

**Instructions: Please include your last name in the file name when saving your document!**

Applicants must be THDN faculty members or students enrolled in THDN courses and must be applying for funding for projects that will augment the educational experience in a specific THDN course or classroom space. These applications may be used to employ guest artists/teachers for a class, purchase equipment/supplies and maintenance for a course, classroom or facility.

Student applications must have a supervising faculty member sign the application. Please make every effort to find a faculty member with expertise or knowledge that most aligns with the request.

Submit a signed,electronic copy (one consolidated pdf, can be signed, scanned and emailed) of the completed application, including the project description and supporting materials, no later than 5 PM the day of the deadline via the deadline link on the website.

Please do not submit a hard copy and do not email an application.

**If the project includes capital and facility improvements** include a plan for implementation/installation, maintenance/upkeep and any labor costs. PLEASE NOTE: If your proposed project involves changes to any part of THDN structures, Facilities Management must be consulted. See the Chair’s Assistant for information.

**Type of Application:**

\_\_\_\_\_\_ Facilities/Equipment

\_\_\_\_\_\_ Guest Artist(s)

\_\_\_\_\_\_ Supplies

\_\_\_\_\_\_ Other

**Application Checklist:**

\_\_\_\_\_\_ Applicant is a currently enrolled THDN student (major or non-major) or THDN

faculty member

\_\_\_\_\_\_ If guest artist/teacher is involved, CV or resume of guest is attached

\_\_\_\_\_\_ If material is to be purchased, or physical work/maintenance to be completed, evidence of cost (such as quote/estimate), the signature of a supervising faculty, and an implementation/installation plan are all included. *Note: any physical objects acquired through this fee become property of the THDN Dept.*

\_\_\_\_\_\_ A Project Description/Rationale (up to TWO pages double-spaced in length) is attached.

\_\_\_\_\_\_ Any useful supporting material that will help the committee understand the scope of the project is attached.

\_\_\_\_\_\_ Submitted final report(s) for any previous Program Support grant(s) received. *You cannot submit a new Program Support application until your final report has been submitted for previous grants received.*

**Application Information**:

Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_FR \_\_\_SO \_\_\_JR \_\_\_SR \_\_\_Grad \_\_\_\_Faculty

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Project and Estimated date of Completion**:

**Abstract**: Briefly summarize the intentions of the project:

**Budget**

**In addition to completing the section below, be sure to attach a total project budget with detailed line items including other funding sources. Your total budget must balance between income and expenses.**

Entire project budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To what other sources have you applied? Amount requested Amount received

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**Itemized Request from Program Support**; please be specific:

\*Honorarium (if applicable) \_\_\_\_\_\_\_\_\_\_

\*Travel/Lodging/Expenses for Guest (if applicable) \_\_\_\_\_\_\_\_\_\_

Equipment/Material Rental/Purchase (if applicable) \_\_\_\_\_\_\_\_\_\_

Facility Maintenance/Labor (if applicable) \_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**Total Program Support request** **$**\_\_\_\_\_\_\_\_\_

\* If there is a guest artist/teacher involved, applicant is responsible for reserving space for the event, working with THDN Business Manager to arrange payments, and filling out Scope of Work (SOW) and any other forms necessary for execution of this project.

*Note: Limit of* ***Three*** *Program Support grants each year per applicant.*

**Project Description** (please attach): Describe, in no more than TWO DOUBLE-SPACED PAGES, the project for which support is sought. Provide adequate information for Program Support Committee to understand the project including: (1) Nature of the project including name of course(s) and classroom(s) involved in the project, (2) If applicable, guest artist/teachers’ name and accomplishments (attach a copy of their curriculum vitae), (3) If applicable, detailed description of material/equipment/maintenance (incl. costs) desired and (4) Benefits to THDN students from this project.

If your project includes **guest artists**, please explain how you have coordinated with other instructors in THDN to arrange for your guest artist(s) to visit THDN classes. Be sure to detail how many classes the artist(s) will speak in and which classes the artist(s) will visit. If your artist will not be visiting classes but will be holding a workshop for THDN students, please explain how you intend to ensure good attendance for the workshop. Please note that in your final report you will be required to document the total number of students served.

**Supervising Faculty Signature:**

Required for all student applicants.

Printed Name Signature Date

**Applicant Sign-Off:**

The applicant must be aware that if a grant is awarded it will be the applicant’s responsibility to contact the THDN Business Manager (Jeanine McCain), in prompt fashion to fill out the proper forms, SOWs, and arrangements for payment. It will also be the applicant’s personal responsibility to work with the THDN Business Manager to accomplish any and all necessary PURCHASING associated with the project. A final report is due to the Program Support Committee within two weeks of the completion of the project.

*I assert that I have read and will comply with the instructions in this application and with the Policies and Procedures of the Program Support and will not exceed spending the amount awarded.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

*(If this application is not complete -including signature- it will not be considered)*