2017-2018
CENCIA Project Proposal Guidelines
Project Proposal

CENCIA Applicants must discuss proposals with the respective Directors and Business Managers of their schools prior to submission. Both the Director and the Business Manager are required to sign the application indicating their review and approval.
Project Proposal

A. Project Description

- Indicate whether you are applying for a “Year of the Arts” award (up to $15,000) or a “Spotlight on the Arts” award (up to $1,000).
- How will students be involved?
- Is the proposed project part of your larger teaching or research agenda?
- Identify major project activities, schedule, participants, and relevant websites the participants may have.
- Be specific!
Project Proposal

B. Level of Interdisciplinary and/or International Collaboration

• Collaborators should have already agreed to participate on all proposed dates.
• Include emails, letters, or other evidence of agreement.
Project Proposal

C. Audience

Articulate the intended audience:

• Internal
• External
• Student inclusion
• Community groups
• Other
Project Proposal

D. Date(s) of Project

CENCIA wants events to be well attended!

- No double booking of CENCIA projects.
- No booking of CENCIA projects during significant University events.
- Provide two proposed and ranked dates.
- Venue availability should be confirmed.
Project Proposal

E. Venue
The purpose of CENCIA grants is to enrich campus life!
- Strong preference for on-campus venues.
- Indicate that the venue is available and reserved for your project on the proposed dates.
- Obtain estimated price quote for venue use and additional costs for items such as A/V equipment rental, rehearsal space/time, security costs, etc.
- Include letters or emails confirming the venue’s availability and costs.
Project Proposal

F. Travel and Logistics

Indicate clearly who will be traveling and from where.
• Estimate cost of airfare based on economy class.
• Estimate hotel at $125 per night.
• Estimate meals at $51 per day.
• Estimate parking at $7 per day.
• Include estimates for other miscellaneous charges such as airport shuttles, baggage fees for instruments, etc.
Project Proposal

G. External Funding

CENCIA funds projects in two ways:

• Full funding
• Partial funding. Other sources might include:
  • Collaborating departments, student organizations, endowed lectures, visiting artist lectures, etc.
  • Local arts organizations, downtown development and marketing organizations, etc.
  • Local, state, or federal foundations.
  • Local, state, or federal granting entities.
  • In-kind support in the form of venue space, equipment use, student assistants, etc.
Important! All applications for external funding must go through proper channels in the College and the University!

- Contact **Crystal Maddox**, College of the Arts Administrative Officer, at **cbarron1@gsu.edu**.
Project Proposal

H. Budget

CENCIA award dollars are state funds and fall under state guidelines for usage.

- Food may only be purchased if it is to reimburse guests for a meal during their stay working on the project.
- Full-time employees of GSU and/or the BOR are not eligible for honoraria.
- Part-time employees’ participation should be reviewed with department business managers for eligibility for honoraria prior to submission of the proposal.
- Eligibility of graduate/undergraduate student assistants should be reviewed by business managers.
- Do not include receptions in the project proposal budget.
Project Proposal

1. Previous CENCIA Awards
   Identify name, amount, and year of any previous CENCIA awards received.
Proposal Acceptance Requirements

• Meet all deadlines and due dates.
• Stay within budget.
• Prepare invitation letters and contracts for artists according to guidelines.
• Secure images for promotion with consideration of copyright matters.
• Coordinate guest travel using university guidelines and business processes of home department.
• Document project and submit to CENCIA for archival purposes upon project completion.
• Communicate often!
Important Dates

- Final proposals due **February 15, 2017**
- Awards announced March 2017
Questions?

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