

**2019-2020 CENCIA Project Proposals**

**CENCIA Premiere Grant Proposal Due November 16, 2018**

**Spotlight On The Arts Proposal Due November 16, 2018**

**Awards Announced December 2018**

**GENERAL INSTRUCTIONS:**

In 2019-2020, CENCIA will continue to highlight the world-class work being accomplished by the vibrant and diverse College of the Arts faculty, provide meaningful opportunities and interactions for students, and demonstrate Georgia State’s commitment to and promotion of the Arts as a vital component to society.

CENCIA is seeking project proposals for **CENCIA Premiere Grant (CPG)** consideration. Three (3) CPG awards will be given in 2018-2019 and awarded to one project originating from each of the respective main units of the College of the Arts: the **Ernest G. Welch School of Art & Design**, the **School of** **Film, Media & Theatre**, and the **School of Music**. Each selected CPG project may be awarded up to **$12,000.00** in funding support. Each unit will be responsible for evaluating CPG proposals from its respective faculty members. No more than two separate CPG proposals from a given unit may be submitted to the CENCIA Executive Committee. For units with more than two submitted proposals, the process for evaluation and determination of a final selection of two proposals put forward by a unit is to be determined by the Directors of each respective unit. CENCIA will also award up to three (3) **Spotlight On The Arts (SOTA)** projects which may receive up to $2,500.00 in funding support pending budgetary constraints. SOTA proposals are open to any school within the College and there is no restriction to the number of proposals originating from each respective unit in the College. Both CPG and SOTA project proposals will be evaluated by the CENCIA Executive Committee and the Director of CENCIA.

All full-time regular faculty of the College of the Arts at Georgia State University are eligible to apply. College of the Arts faculty may also include faculty outside the College (whether in other colleges or outside the University) in a project proposal. **However, all project proposals must originate from within the College of the Arts and Project Leads must be COTA Faculty.**

Applicants may use this Microsoft Word document for the proposal or create a new document with sections **A** through **I** appropriately labeled. **Please do not omit any section**. Incomplete proposals will not be considered. Responses should be limited to one page unless otherwise noted. If further assistance is required, please feel free to contact **Nickitas Demos**, CENCIA Director ([ndemos@gsu.edu)](mailto:ndemos@gsu.edu)) and/or **Kaylee Bramlett**, CENCIA Administrative Coordinator ([cencia@gsu.edu](mailto:cencia@gsu.edu)).

**CENCIA Premiere Grant** application forms are due to the Directors of the Ernest G. Welch School of Art & Design, the School of Film, Media & Theatre, and the School of Music from faculty within those units respectively no later than **November 16, 2018**. Directors will determine the final proposal(s) originating from their respective units and submit via email to Kaylee Bramlett no later than **November 16, 2018**. Faculty may submit **Spotlight On The Arts** application forms directly to Kaylee Bramlett via email no later than **November 16, 2018**.

Applicants are **required** to discuss their proposal with their respective directors, respective business managers, and COTA Tech prior to submission. **Please note:** project leads andschool business managers **must** work closely with Kaylee Bramlett in facilitating all financial and logistical aspects of projects including travel arrangements, honoraria, and other related expenses.

**2019-2020 CENCIA Project Proposal Submission Form**

**Applicant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Very important:*** This is the title that will be used for all promotion of a funded project.

**School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I certify that the information contained within is complete and accurate to the best of my knowledge.*

**Director of the School**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I certify that I have reviewed and approve this project proposal and budget.*

**School Business Manager**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I certify that I have reviewed and approve this project proposal and budget.*

**COTA Tech**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I certify that I have reviewed and approve this project proposal and budget in regards to tech needs.*

1. **PROJECT DESCRIPTION**

CENCIA provides meaningful opportunities for artists of diverse disciplines to collaborate and connect with local, national and international communities through accessible arts programming. Through its energetic promotion of the Arts, CENCIA asserts the College of the Arts at Georgia State University as a significant international center for artistic expression. Please indicate whether you are applying for a CENCIA PREMIERE GRANT project or a SPOTLIGHT ON THE ARTS project and describe how your proposed project fulfills the CENCIA mission. As CENCIA is a research center within the University, please also take into consideration such matters as major project activities, schedule, key participants, opportunities for student involvement, alignment with teaching and/or research goals, and research and teaching outcomes. While specificity is important, please limit your description to one page.

**Check one of the options below:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CENCIA PREMIERE GRANT PROJECT**  *Award up to $12,000.00* |  | **SPOTLIGHT ON THE ARTS PROJECT**  *Award up to $2,500.00* |

1. **LEVEL OF INTERDISCIPLINARY AND/OR INTERNATIONAL COLLABORATION**

Please briefly describe the interdisciplinary and/or international collaboration components the proposed project. Clearly indicate that all collaborators have agreed to participate on the specified dates through inclusion of email(s), letter(s), or other evidence of their agreement as **attachments** with this proposal.

1. **AUDIENCE**

Please describe the intended audience, both internal and external for your program. **The high potential for a large audience size will be an important factor in a successful proposal.** Describe how the project facilitates the inclusion of students in the audience through workshops, master classes, etc. Describe how this project may connect with international students and/or community groups.

1. **DATE(S) OF PROJECT**

Please provide two (2) proposed and ranked dates for the project. These dates MUST be vetted with both the artist(s) and venue(s) to confirm availability. **Venues must be formally reserved for the proposed dates.** CENCIA assumes that by listing venues and accompanying dates, that venues have been secured (not just available at the time of the submission). Please include confirmation of participation by all (including venue) involved in the project as **attachments** with this proposal. CENCIA will make every effort to honor first date choices, however, dates will be selected in consultation with the overall CENCIA season and other venue programming considerations. **Awarded dates are final.**

|  |  |
| --- | --- |
| **FIRST CHOICE** | **SECOND CHOICE** |
| DATE(S): | DATE(S): |
| TIME(S): | TIME(S): |
| VENUE(S): | VENUE(S): |

1. **VENUE**

In keeping with CENCIA’s mission to position the College of the Arts at Georgia State University as a significant international center for artistic expression, projects should, ideally, take place on campus. However, off-campus venues may be considered. Projects may also utilize a combination of both on-campus and off-campus venues for different components such as workshops, master classes, exhibitions, etc. If the project (or components of the project) will take place off-campus, please briefly explain how the use of any off-campus venues is beneficial to the project, how it will broaden the project’s audience, and how it still ties to CENCIA and the College of the Arts at Georgia State University.

Proposals should indicate that all proposed venues are available *and reserved* on the proposed dates, as indicated in Section D. Please also include an estimated price quote from venues if necessary, including any additional costs for items such as audio/visual recording, lighting, rentals, other technical requirements, rehearsal space/time, security, etc. Letters or emails attesting to the venue’s formal reservation and costs should be submitted as **attachments** with this proposal.

1. **LOGISTICS AND STAFFING**

Faculty will be expected to complete a tech form sent via email which will include all production details including set up, clean up, facility needs (tables, table cloths, chairs etc.), and A/V needs (microphones, projection, speakers, etc.). Please also consider and budget staffing costs for set up and clean up.

1. **FOOD AND DRINK POLICY**

In accordance with the Georgia State University and the University Systems of Georgia Board of Regents policies, CENCIA is not able to provide any funding for the use of food, drinks, or alcohol. Any desired receptions must be paid for and arranged by the project lead with external funding.

1. **TRAVEL**

Please 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 miscellaneous costs such as parking ($7 per day) and local transportation if needed.

1. **EXTERNAL FUNDING**

CENCIA projects are funded in two ways:

1. Full funding from CENCIA
2. Partial funding from CENCIA and partial funding from additional internal and/or external sources

Additional *internal* funding sources may include (but are not limited to):

1. School funds
2. Student organization funds
3. Endowed lecture funds
4. College or university level funds
5. In-kind support in the form of venue space, equipment uses, student assistants, etc.

Additional *external* funding sources include (but are not limited to):

1. Foundations
2. Local arts organizations
3. Local, state, or federal granting agencies
4. Other arts granting agencies
5. In-kind support in the form of venue space, equipment uses, marketing, etc.

Please enumerate all potential external funding sources and indicate if the support is confirmed, applied for, or identified to be pursued. Describe any ways in which a project will be altered if external funding is not obtained. All applications for external funding should go through proper channels in the College and the University. For more information, please contact the College of the Arts Administrative Officer, Crystal Maddox ([cbarron1@gsu.edu](mailto:cbarron1@gsu.edu)).

1. **BUDGET**

CENCIA award dollars are state funds and fall under state guidelines regarding usage. Food may only be purchased if it is to provide guest meals during their stay working on the project. Both food purchases and guest meals are reimbursed up to $51 per day with receipts. Travel expenses and honorarium for each guest should be listed as separate line items clearly indicating the name of the artist.

Persons already employed full-time by GSU and/or the BOR are not generally eligible for honoraria. Part-time employee participation should be reviewed with school business manager for eligibility for honoraria prior to submission of the proposal. Graduate and/or undergraduate student assistants can be used for program related administrative or research purposes. Student eligibility should be reviewed with school business manager.

Pending budgetary constraints, CENCIA may use CENCIA Foundation funds for receptions for the audience and visiting artists for selected projects. School Foundation funds and student group funds are also a source of funding for receptions. Please do not include these funds in the budget worksheet, however, as they are not state funds.

Marketing and PR needs to be accounted for in all budget proposals.

*Please refrain from including any additional items to a funded CENCIA Project without approval from the Director. Even if a project may come under budget, additional items that are added, while not exceeding the approved budget, may have to come out of the CENCIA Foundation and therefore must be reviewed before implementing.*

1. **Previous CENCIA Awards**

If you have received previous funding from CENCIA, please identify the name of the project, the dollar amount funded, and the year awarded.

1. **Promotion**

Successfully funded projects will be required to create a **website** about the specifically funded event. A template will be provided through the CENCIA website (WordPress) and will include all important information about the project: title, dates, venues, ticket prices if applicable, etc. The site MUST also contain as many **photos** and **external links** to pertinent artists as possible. The page will live on CENCIA’s website and the URL will be used in all promotional material, therefore, please make this site as thorough as possible. If this cannot be accomplished internally within a unit of the College, please contact **Tony Mangle**, Communications Director of the College ([amangle@gsu.edu)](mailto:amangle@gsu.edu)), or Kaylee Bramlett (kbramlett@gsu.edu) for guidance.

Successfully funded projects MUST mention CENCIA and include the CENCIA logo on all printed programs, letters, websites, and all other hard copy and digital promotional material (including social media). The CENCIA banner (provided by CENCIA) must also be allowed to be prominently displayed in the lobby and near the stage (or equivalent) of all projects involving an audience (musical performances, panel discussions, gallery exhibition openings, etc.).

**2019-2020 CENCIA BUDGET WORKSHEET**

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