

S.E.A.

THE STUDENT ENDOWMENT FOR THE ARTS
BENNINGTON COLLEGE

PROJECT GRANT

PROJECT GRANTS pertain to a single project, and **are awarded in any amount up to \$500**. Grants in this category are meant to fund projects that have clear goals and specific materials.

PROPOSAL GUIDELINES

SPRING 2011

PROPOSAL GUIDELINES

WHAT IS THE STUDENT ENDOWMENT FOR THE ARTS?

MISSION STATEMENT

The mission of the Student Endowment for the Arts is to directly aid artistic endeavors of students working in visual art, music, drama, dance, and writing. The S.E.A. strives to familiarize Bennington students with the act of grant writing. The S.E.A. board is made up of students from all disciplines, who are elected to review anonymous proposals in a professional, respectful and organized manner. Through assisting students with grant proposals and ultimately awarding grant funds, the S.E.A. aims to support individual artists, as well as strengthen the role of the arts within the broader Bennington community.

Students are able to submit proposals to the S.E.A. twice per-term as long as funding permits. The S.E.A. strongly encourages all students applying for grants to first explore the resources (materials, equipment, funds available to students, etc.) in the department they are working under prior to drafting a proposal for the S.E.A. to consider. These conditions exist so that the S.E.A. is able to fund as many students as possible.

WHO ARE WE?

Emily Climer
Miles Ditzler
Helen Lanier
Sarah Robotham
Silas Van der Swaagh

RESPONSIBILITIES OF BOARD MEMBERS

The SEA Board is composed of five members who facilitate the organization's goals of financially supporting artists at Bennington College. Board Members publicize grant proposal deadlines and work with artists to develop successful grant-writing procedures.

HOW CAN I BE A PART OF THE S.E.A. BOARD?

Each member of the S.E.A. is elected by the existing board, through an application process held as needed. The board is to be composed of strong representatives within the Bennington College student body from as many different disciplines as possible. The S.E.A. is to be made up of students from a diversity of academic backgrounds, especially but not exclusively within the arts. If you are interested in being a part of the S.E.A.; please email sea@bennington.edu or contact any of the current board members.

How Do I Submit a Proposal?

PROJECT GRANT PROPOSAL GUIDELINES

Proposals are to be submitted electronically to:
sea@bennington.edu
on or before the deadline days listed below;

SPRING 2011 GRANT ALLOCATION SCHEDULE

DEADLINE 1: 5PM FRIDAY, MARCH 18TH

DEADLINE 2: 5PM FRIDAY, APRIL 8TH

THE SPECIFICS:

Please compose your application in ONE SINGLE Microsoft Word Document. Attach any supplementary materials WITHIN THE WORD DOCUMENT. Please resize all images to fit inside the Word Document. If you have any questions on how to do this, please contact sea@bennington.edu prior to the deadline you are applying for.

Anonymity is incredibly important to the S.E.A. PLEASE double check to make sure that your name is NOT WRITTEN ANYWHERE on your proposal, including your statement of intent, resume, supplementary materials, etc.

PROJECT GRANT PROPOSALS MUST INCLUDE:

1. STATEMENT OF INTENT
2. RESUME
3. PROJECT DESCRIPTION, INCLUDING PROJECT GOALS
4. WEEK-BY-WEEK TIMELINE FOR COMPLETION OF PROJECT
5. DETAILED ITEMIZATION OF PROJECT COSTS
6. SUPPORTING MATERIALS (DRAWINGS, PAST WORK, DETAILED DESCRIPTIONS OF COMPLETED PROJECTS, ETC.)

THE S.E.A. DOES NOT FUND:

- TRAVEL, LODGING OR FOOD (ASSOCIATED WITH TRAVEL)
- SHIPPING COSTS
- REIMBURSEMENT FOR ITEMS ALREADY PURCHASED
- ITEMS PURCHASED WHEN SCHOOL IS NOT IN SESSION (INCLUDING FWT)
- CLASSES OR WORKSHOPS OUTSIDE OF THE COLLEGE

THE ALLOCATION PROCESS

Following deadlines, the Head of the Student Endowment for the Arts collects proposals through email and removes all identifying information, making each proposal anonymous. The Head then distributes each proposal electronically to members of the S.E.A. board. The board then meets to discuss each proposal according to its strength and clarity. Shortly thereafter, applicants are contacted and informed of the board's decisions.

TERMS AND CONDITIONS

If a student is allocated a **PROJECT GRANT**, he/she is accepting the money **under the following agreed conditions:**

1. The student **will** return **all itemized** receipts for all grant money spent and/or any unused funds, to the Office of Student Life **by the end of the term the funds were received**. All receipts must be itemized, dated and clearly marked with the name of the vendor/company, the applicant's name, and project information.
2. **Any money not accounted for by the end of the term will be added to the student's college bill.**
3. The student **will return all large equipment** purchased with S.E.A. funds to the College upon the completion of the project.
4. **The project is to be publicly displayed on campus during the term of its completion.**
5. The student will credit the Student Endowment for the Arts during the presentation of S.E.A. funded work.
6. Students are required to document their work and provide the S.E.A. with a digital copy for the archives by **the end of the term in which the grant was received**.

Failure to comply with any of the above will result in the loss the ability to be considered for future grants and the student will be asked to return **ALL** funds.

Feel free to contact the S.E.A. if you have questions about applying for grants.
sea@bennington.edu