

# SEA

BENNINGTON COLLEGE

## Student Endowment for the Arts

**2006-2007**

**By-Laws  
Proposal Guidelines  
Calendar  
FAQ**

## BY-LAWS

### 1. SEA Mission Statement

The mission of the Student Endowment for the Arts (SEA) is to financially support and educate artists of Bennington College while strengthening the role of the arts within the entire community.

By design, we aim to stimulate grant writing, proposing and allocating funds in a realistic scenario. SEA offers exposure and experience in the process of grant writing for both applicants and members of the board. As an all-student board, we strive to maintain an accessible relationship with the student body, undergraduate and graduate students alike. We serve and nourish our community by encouraging artists of all mediums to apply for financial support as well as to participate on the board.

Our goal is to directly aid promising artistic endeavors that would otherwise be financially impossible in order to fulfill artistic visions in the name of our education and to be a valuable resource for the college at large. Proposals are reviewed anonymously and are judged on the strength and clarity by which they are presented, their supporting materials, and their artistic excellence. **Our decisions are made based on both the strength and completion of the actual proposal and on the strength of the project.**

### 2. Other Goals for 2006-2007

- To clarify and delegate specific positions and responsibilities within the SEA board
- To strengthen the enforcement of the SEA By-Laws within grant decision making and fund allocation
- To update our informational pamphlet including our updated mission statement, contact information, deadlines, by-laws and proposal requirements.
- To offer the first round of Materials Grants, and see how this new grant helps solve previous discrepancies in decision criteria.
- To create an archive in Crossett Library of funded projects available for students and the community at large.
- To begin preparing for the SEA Two-Year Retrospective show, to hopefully be shown in the Fall 2007.

### 3. Composition of the Board.

Cyle Metzger, President Spring 2007	Visual Arts
Victoria Pringle, Vice President	Painting
Fia Alvarez	Drama
Madeline Best, Public Relations	Dance, Video
Andrew Lacasse, Archivist	New Student at Large
Anna Mudd, Retrospective Coordinator	Art Studies
Ethan Knechel, Archivist	Sculpture
Sam Rich, Proposals Coordinator	Music

SEA is composed of eight to ten active student members of the board who share the responsibility to participate in meetings and to represent a large spectrum of mediums. The new board members and occupants of new positions are elected by the current board. Titled positions available within the confines of SEA have the following specific duties and titles:

- **President:** serve as liaison between the office of Student Life and the board. Receive proposals and make sure they remain anonymous. Run elections. Notify applicants of decisions. Handle financial distribution with Student Life. President only votes on funding decisions when the board is tied. Also, keep notes/minutes for each meeting. Unless the current composition makes this impossible, candidates for president must have served on the board for one academic year or longer to be considered for the position.

- **Vice President:** organize meetings and assist the President. Co-run elections.
- **Proposals Coordinator:** photocopy proposals and distribute them between the members of the board once the president has removed the names from all proposals.
- **Public Relations Coordinator:** oversee the introduction of SEA as a part of/in conjunction with new student orientation in the fall and oversee the advertisement of SEA and proposal deadlines throughout the term. Also, assist in publicizing the upcoming SEA Retrospective Exhibition
- **Archivists (a shared responsibility between two board members):** organize and manage the project archive, keeping old projects organized and protected while continually adding new projects as they come in.
- **SEA Retrospective Exhibition Coordinators (a shared responsibility between two board members):** prepare for the upcoming SEA Retrospective Exhibition of past projects funded by SEA. This includes maintaining contact with the necessary Arts Coordinators at Bennington, scheduling space, contacting past recipients (both on and off campus), arrange for installation, and working with the Public Relations Coordinator in creating necessary publicity.
- **New Student at Large:** pass knowledge on to future members of the board.

#### 4. Responsibilities of SEA Board Members

The specific responsibilities of each job title are outlined above. Members of the board with outlined job titles are expected to maintain the following: keep-up on the responsibilities outlined in the description of their title throughout the term, update the rest of the board on their status/progress, ask for help from other members of the board when needed, and keep themselves organized in a way that will facilitate a seamless transition to the next person filling their SEA position.

#### 5. Elections

Every member of SEA must be elected by the existing board. Periodically, when the board drops below eight members, there will be SEA elections run by the President and Vice President. It is their responsibility to publicize an application deadline; receive resumes and cover letters.

The board will be composed of strong representatives within a variety of artistic mediums. It is important to have a knowledgeable representative from each medium in order for SEA to make informed decisions on a variety of proposals. New members of the board will be elected based on the quality of their application, their technical abilities and awareness within their field.

Elections for President will be held at the end of each Spring term for the following Fall. Candidates for President must come from the existing board.

#### 6. Money Allocations

SEA funding comes directly from Student Council each term. SEA will split the allotted money for the term into halves for the two deadlines and allow any unused money to roll over into the next cycle.

SEA has a maximum allotment per person per grant cycle of \$700 for project grant proposals and \$300 for materials grant proposals. If a proposal should exceed the money allotted per deadline, the applicant is encouraged to reapply for a second grant the following cycle.

#### 7. Deadlines and Meetings

SEA will have two proposal deadlines per academic term; therefore there will be two proposal meetings per academic term. These deadlines will be posted on campus and made public knowledge by the Public Relations Coordinator. The proposal deadlines and dates of proposal meetings are as follows for the 2006-2007 school year:

##### Fall 2006

**1<sup>st</sup> Proposal Meeting:** Monday, October 16<sup>th</sup> 2006

*Proposal Deadline:* Thursday, October 12<sup>th</sup> 2006

*Notified:* Thursday, October 19<sup>th</sup> 2006 (before long weekend)

**2<sup>nd</sup> Proposal Meeting:** Monday, November 13<sup>th</sup> 2006

*Proposal Deadline:* Thursday, November 9<sup>th</sup> 2006

*Notified: Thursday, November 16<sup>th</sup>*

## **Spring 2006**

**1<sup>st</sup> Proposal Meeting:** Monday, April 2<sup>nd</sup> 2007

*Proposal Deadline:* Thursday, March 29<sup>th</sup> 2007

*Notified:* Thursday, April 5<sup>th</sup> 2007

**2<sup>nd</sup> Proposal Meeting:** Monday, April 30<sup>th</sup> 2007

*Proposal Deadline:* Thursday, April 26<sup>th</sup> 2007

*Notified:* Thursday, May 3<sup>rd</sup> 2007

All SEA board meetings are mandatory for members and will be held at a standardized time decided and notified by the President and Vice President. All meetings are closed to the general public unless otherwise specified by the President.

Proposal review meetings are held the Monday following proposal deadlines. Proposals will be distributed to members of the board at least two days prior to decision meetings. It is expected that the members will review them before the meeting. Meetings other than those held to review proposals will be scheduled by the President as needed throughout the term.

**SEA reserves the right to update and change the By-Laws as necessary.**

## **PROPOSAL GUIDELINES**

### **8. Grant Proposals**

**SEA will not consider applications unless all of the elements listed are clearly provided within the proposal. Incomplete proposals will not be considered for funding, and applicants will be encouraged to reapply with all of the requirements included in the new proposal.**

#### **Project Grants:**

Project Proposals are judged on the strength and clarity by which they are presented, the strength of the project and project description. Expected in each Project proposal are the following:

- Cover Letter
- Resume
- Project description
- Project goals
- Timeline
- Detailed itemization of costs
- Supporting materials, if applicable

Applicants may be invited to a board meeting for an interview to strengthen our understanding of the particular project. Applicants are encouraged to reapply the following proposal cycle if they are denied funding. Members of SEA should not be extensively involved in another student's proposal.

Students who are working on projects for specified academic credit i.e. tutorial, independent study or senior project which require monetary resources extending far beyond the particular departments capabilities to fund should not be discouraged from applying for a project grant. Materials grants are offered for smaller class projects.

#### **Materials Grants:**

SEA is now offering 5 competitive \$200 grants to be awarded at the beginning of each term. These grants are not project based and are intended to fund materials needed to fulfill class requirements. These grants are designed to offer more support for the arts community, and to be more competitive than the project grants for the following reasons: there is a greater demand for such a grant, there is a

fixed number of grants, a fixed amount given - all to be funded within the general SEA budget. Materials proposals must include:

- Cover Letter
- Resume
- Portfolio with examples of previous work within the arts, and descriptions of previous costs with supporting materials if applicable
- Current class schedule with anticipated personal goals for each class

## 9. Decisions

All SEA decisions are final. Proposals are judged on the strength, completion and clarity by which they are presented, their supporting materials, and their artistic excellence. Our decisions are made based on both **the strength and completion of the actual proposal** and on **the strength of the project for project grants**. The President is required to notify applicants of decisions regardless of a negative or positive outcome. Undergraduate and graduate proposals are considered in the same pool. We do not fund:

- Travel
- Fees for Classes or workshops outside of Bennington College
- Reimbursement for finished projects
- Field Work Term projects\*
  - These grants will only be considered if a project extends from the Fall term into the Field Work Term and the applicant is willing and able to purchase the materials in advance and return receipts to the Office of Student Life prior to the end of the Fall term.

## 10. Grant Agreement

If a student's grant is allocated he/she is accepting the money under the following agreed conditions:

- There will be a public presentation of the project outlined in the proposal. Presentation spaces are not limited to Usdan Gallery or the Barn East Gallery, but also any space with in VAPA, the Barn, other buildings, or outdoor spaces given approval for the exhibition of the project.
- The student will accredit SEA during the presentation by displaying the SEA Logo/program notes or flyers.
- The student will document the presentation and give SEA a copy for the archives **within 30 days after the project presentation (or, for special cases, by the date stipulated in the grant agreement)**. The student will give both a digital copy (CD or DVD) and a hard copy whenever possible.
- The student will return all receipts for all grant money spent and/or any unused funds to the Office of Student Life. All receipts must be dated and clearly marked with the name of the vendor/company. Also, Receipts must be turned in to SEA **within 30 days after the project presentation (or, for special cases, by the date stipulated in the grant agreement)** in order to avoid being charged the amount allocated.
- The student will return all receipts and unused money if the project is not completed by the end of the term in which they received the money. They will be able to reapply to SEA for funds to complete the project in the following term. Grant funds cannot be carried over from one academic year to the next.
- The student will return all equipment bought with SEA funds upon the completion of the project to be donated to the College and present a receipt of the donation to SEA

**IMPORTANT:** In the failure to comply with any of these requirements the student will not be considered for future grants and will be asked to return the funds. Any money not accounted for by the end of each term will be added to the student's college bill.

## CALENDAR

### Meeting Dates:

Decision meetings are always the Monday after the Thursday deadline and applicants are notified by the president by the following Thursday. It is crucial that all members are present for decision meetings.

### **Fall 2006**

**Board Election Meeting:** Monday, September 18<sup>th</sup> 2006

**Meeting with New Board:** Monday, September 25<sup>th</sup> 2006

*At which new members must be familiar with the general By-Laws, dates, and responsibilities.*

**1<sup>st</sup> Fall Decision Meeting:** Monday, October 16<sup>th</sup> 2006

Proposal Deadline: Thursday, October 12<sup>th</sup> 2006

Applicants Notified: Thursday, October 19<sup>th</sup> 2006 (before long weekend)

**2<sup>nd</sup> Fall Decision Meeting:** Monday, November 13<sup>th</sup> 2006

Proposal Deadline: Thursday, November 9<sup>th</sup> 2006

Notified: Thursday, November 16<sup>th</sup>

### **Spring 2007**

**1<sup>st</sup> Spring Decision Meeting:** Monday, April 2<sup>nd</sup> 2007

Proposal Deadline: Thursday, March 29<sup>th</sup> 2007

Notified: Thursday, April 5<sup>th</sup> 2007

**2<sup>nd</sup> Spring Decision Meeting:** Monday, April 30<sup>th</sup> 2007

Proposal Deadline: Thursday, April 26<sup>th</sup> 2007

Notified: Thursday, May 3<sup>rd</sup> 2007

**Preliminary Election Meeting for 2007-2008:** Monday, May 14<sup>th</sup> 2007

Application Deadline: Thursday, May 10<sup>th</sup> 2007

3 Applicants Notified: Thursday, May 17<sup>th</sup> 2007

**Meeting with New Members:** Monday, May 21<sup>st</sup> 2007

## SEA FAQ

*What do we fund?*

- projects presented to us in a clear and concise manner, whose practical considerations make sense. It's important to emphasize that we don't refund things already purchased and we don't fund travel, lodging, food, fees for workshops, conferences (see the Dean's office for such funds), or projects intended specifically for Field Work Term.

*Where does the money come from?*

- our budget is determined by the student body through student council budget proposals. SEA funding comes directly from Student Council each term. SEA will split the allotted money for the term into halves for the two deadlines and allow any unused money to roll over into the next cycle. SEA has a maximum allotment per person per grant cycle of \$700 for project grant proposals and \$300 for materials grant proposals. If a proposal should exceed the money allotted per deadline, the applicant is encouraged to reapply for a second grant the following cycle.

*Who handles the money?*

- Ultimately, the business office, then Student Life and the President of SEA

*When are the deadlines?*

-The deadlines are always on Thursdays for our own organizational purposes. This Spring they are Thursday March 29<sup>th</sup> and April 26<sup>th</sup>.

*What determines those deadline dates?*

- In the fall, Student Council doesn't get us our money until after the first month of term, so we can't offer the money until then. We keep them around the same time in the spring for consistency.

*Who is on SEA?*

Cyle Metzger, President Spring 2007	Visual Arts
Victoria Pringle, Vice President	Painting
Fia Alvarez, Discipline Rep	Drama
Madeline Best, Public Relations	Dance, Video
Andrew Lacasse, Archivist	New Student at Large
Anna Mudd, Retrospective Coordinator	Art Studies
Ethan Knechel, Archivist	Sculpture
Sam Rich, Proposals Coordinator	Music

*How are board members chosen?*

- Elections are held at the end of each Spring term to replace graduating members. Folks interested in joining the board submit a cover letter and resume, and our decisions are made based on the strength of the application and the needs for discipline representatives on the board.

*What's in an SEA Grant Proposal?*

There are two versions...

Project Proposals:

1. Cover letter: The cover letter serves as an introduction of your proposal to the members of SEA. Give a brief description of the project or class, goals, previous SEA grants received (if any), and whatever else you feel is important to know when considering your application.

**IMPORTANT: The cover letter should be the ONLY part of your application with your name on it. Do not include your name in any other parts of your application. (Anonymity is hugely important to SEA. Proposals are reviewed anonymously. The President of SEA receives your original grant, is the only person who knows who each application belongs to, and does not vote in application decisions.)**

2. Resume: just so we have an idea of what you're up to
3. Project Description and Goals: a detailed expansion of the brief description given in the Cover Letter.
4. Timeline: The time line is important, as it (1) helps us consider whether our by-laws permit us to fund your project, and (2) if the project is funded, lets us determine when to expect receipts and documentation stipulated in your grant agreement.
5. Itemization of Costs: where do you plan to buy these things? How much do they cost? Is there somewhere you can get them cheaper? These are all questions we ask in reviewing applications, so be as detailed as possible so that we can have the best understanding of where you're coming from in your request.

#### And Materials Grants:

1. Cover Letter: Again, the cover letter serves as an introduction of your proposal to the members of SEA. Give a brief description of your need for the materials grant, previous SEA grants received (if any), and whatever else you feel is important to know when considering your application.

And just so we have an idea of what you're up to

2. Resume
3. Portfolio with examples of previous work within the arts, and descriptions of previous costs with supporting materials if applicable
4. Current class schedule with anticipated personal goals for each class

#### *Where can I get more SEA information?*

- posters are up in VAPA, the Barn and Jennings. Pamphlets are on the tables in the Dining Hall and in Student Life, and Application Packets are in Student Life- the packets are the most comprehensive source for info. Also, our deadlines are listed in College Week and the Online Campus Calendar.

*This FAQ has been compiled as a supplement to the Application Packet. Please refer to the original document or feel free to contact Cyle Metzger at ext. 7761 or [cylemetzger@gmail.com](mailto:cylemetzger@gmail.com) if you need further information. Thanks!*