

# S.E.A.

## THE STUDENT ENDOWMENT FOR THE ARTS BENNINGTON COLLEGE

### 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, which seek monetary support extending beyond the applicable department's funding capabilities. 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.

## BY-LAWS

SPRING 2012

## RESPONSIBILITIES OF BOARD MEMBERS

The S.E.A. board is composed of up to seven members. Board Members work to publicize grant proposal deadlines, meet and discuss student projects, and distribute award funds. The peer review process of the S.E.A. aims to support creative projects on campus and help artists develop successful grant-writing procedures.

See *Code of Conduct* below for further detail of board member responsibilities.

## RESPONSIBILITIES OF THE HEAD

The Head of the S.E.A. acts to facilitate the aforementioned functions, but also serves as a liaison between the Office of Student Life and the members of the student board. It is the job of the Head of the S.E.A. to:

- Receive proposals
- Ensure artists' anonymity within proposals
- Keep a focused discussion during meetings
- Notify applicants of all decisions
- Handle financial distribution with the Office of Student Life.

Candidates for Head of the S.E.A. must have served on the Board for one academic year or longer to be considered for the position. The Head of the S.E.A. is to be elected by all board members one-term prior to the graduation of the current Head of the S.E.A.

## CODE OF CONDUCT

*Members of the Student Endowment for the Arts are employees of the College, and should therefore take their positions on the selections board very seriously.*

**Attendance:** Board members must attend all proposal review meetings (two per term); the S.E.A. board cannot make decisions on grant awards without the full board being present.

Board members are also expected to attend a one-hour organizational meeting each week. If a board member misses more than two meetings without communication, they will be up for review with the potential of being dismissed from the board.

**Punctuality:** Board members are expected to attend meetings on time. If a board member arrives more than 15 minutes late to three meetings, they will be up for a review with the potential of being dismissed from the board.

**Confidentiality:** Members are expected to read and review all board communications and proposals, and must **not discuss the contents of meetings outside of the S.E.A.** Board members must protect confidentiality of all board documents by deleting any downloaded files after review.

**Board Member Proposals:** Any current student is eligible to apply for an S.E.A. grant. However, should a current board member apply for a grant, they must dismiss themselves from the review of their proposal, as well as all communications regarding their proposal, including meeting minutes and email communications. A board member is only eligible to receive one S.E.A. grant per year.



## **ELECTIONS**

Each member of the S.E.A. is to be 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.

## **ALLOCATIONS**

The S.E.A. funding comes directly from the Office of Student Life each term. Money will be as equally distributed as possible from term to term. The S.E.A. has a maximum allotment per-person per-grant cycle of:

**\$500** for PROJECT GRANT PROPOSALS

**\$200** for MATERIALS GRANT PROPOSALS

## **DEADLINES AND MEETINGS**

The S.E.A. aims to have two proposal deadlines per academic term, but this depends on the organization's annual budget. Deadlines will be publicly posted on campus, and all eligible students will have the opportunity to apply for grants. Once the proposal deadline has passed, the Head of the S.E.A. will share the proposals with the members of the board. Each member is required to review the submitted proposals and make notes for discussion with the board shortly thereafter, when the board will meet to discuss each proposal. Proposals will be evaluated based on the strength and clarity of their respective requirements (see MATERIALS and PROJECTS GRANT PROPOSAL APPLICATIONS)

## **THE S.E.A. BOARD, SPRING 2012**

Emily Climer

Claire Elam

Dmitri Glickman

Rainer Hunt

Julianne Lee

Connie Panzariello

Sarah Robotham

## **GOALS FOR THE S.E.A., SPRING 2012**

1. Diligently collect and properly manage an archive of completed projects funded by the S.E.A.
2. Determine and begin to implement plans to ensure that the projects supported by S.E.A. are shared with the broader Bennington community.
3. Discuss the grant proposal process and structure of the board, and make proposal for operations to next year's board.

## **SPRING 2012 ALLOCATION SCHEDULE**

**Proposal Deadline 1:** 5PM on Friday, March 16<sup>th</sup>

*Applicants Notified by:* Friday, March 23<sup>rd</sup>

**Proposal Deadline 2:** 5PM on Friday, April 6<sup>th</sup>

*Applicants Notified by:* Tuesday, April 10<sup>th</sup>

The Head of the S.E.A. reserves the right to update and change the By-Laws as necessary.