College of Humanities & Fine Arts - Experiential Learning Activities Fund Application

Applicant Name: ________________________________________________________________

Phone: _____________________________ Email: _________________________________

HFA Major: _________________________________________________________________

Academic Status: ☐ Undergraduate ☐ Graduate

Name of Faculty Sponsor: _________________________ Department: __________________

Project Title: ________________________________________________________________

Project Dates: Start Date_________ End Date_________ Semester: ☐ Fall ☐ Spring ☐ Summer

This request for Experiential Learning Activities Funding is to support:

☐ Study abroad _______________________________________________________________

☐ Student competitions _______________________________________________________

☐ Internship expense _______________________________________________________

☐ Visiting artists ____________________________________________________________

☐ Guest lecturers __________________________________________________________

☐ Lecture series ____________________________________________________________

☐ Off-campus facility fee ____________________________________________________

☐ Supplies _________________________________________________________________

☐ Materials ________________________________________________________________

☐ Technology needs _________________________________________________________

☐ Conference fees $________________  ☐ Attending  ☐ Presenting  ☐ Sponsoring

☐ Travel _________________________________________________________________

☐ Lodging _________________________________________________________________

☐ Event _________________________________________________________________

☐ Other _________________________________________________________________

Additional application materials required:

1. A cover letter describing the nature of the experiential learning opportunity and purpose for the grant funds
2. A brief budget specifying the amount of grant money needed and describing how the funding will be used
3. A current CV
4. A letter of support from a faculty sponsor commenting on the merit of the proposal and illustrating the relevance of the experience to the student’s major
Helpful Reminders:

- Applications should be submitted as hard copy to the College of Humanities and Fine Arts Office (ARTS 279).
- Applications may be submitted at any time during the Academic Year.
- Students are encouraged to submit applications early, as grant money is limited.
- Individual proposals may be funded up to $1000.
- The exact amount of funding is dependent on the student’s need and the availability of resources.
- Applications must be made in advance of the activities to be supported.
- All funds must be spent by June 30th of the academic year awarded. For example: If awarded in either fall or spring of the 2019/2020 academic year, funds must be spent by June 30th, 2020.
- In no circumstance will a retroactive application be considered.
- Applications must include a detailed account of reasonable projected expenses. The committee grants sums that it considers reasonable (the cheapest reasonably efficient mode of transportation, modest accommodation, etc.).
- Applications will be reviewed as quickly as possible. You will be notified by email.
- All fund recipients are required to submit an assessment report detailing how funds were expended to accomplish your objective and description of the outcome.
- Please submit a final assessment report by the end of finals week in spring semester. (See Assessment Form)
- If available, please submit, with your final report, any photos, materials, websites, etc. that you feel demonstrate the impact of the project/program.

All funds must be spent by June 30th of the academic year awarded. For example: If awarded in either fall or spring of the 2019/2020 academic year, funds must be spent by June 30th, 2020.

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Total:

Please include additional page(s) if required.

Applicant Signature:                                             Date:

_________________________________________________________         ____________________________

Print Name:

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STUDENT LEARNING FEE GUIDELINES

- **SLF Proposals are not intended to fund student club activities.**

Revenue from SLF fees **can** be used for items such as, but not limited to:

- Equipment, materials, hardware and software to prepare students for the workplace.
- Computer labs to foster collaboration and teaching.
- Hands-on experiences that enhance learning and engagement in solving real-world problems.
- Experiential opportunities such as field trips, field schools and student competitions.
- Instructional student assistants for tutoring services (college and program specific, as well as general education), supplemental instruction, and writing assistance.
- Student assistants who do not teach or grade (student assistants in galleries, libraries, student learning centers, other lab settings, etc.).
- Visiting artists, guest lecturers, or a lecture series.
- Off-campus facility usage expenses.


Revenue from SLF fees **cannot** be used for items such as, but not limited to:

- Faculty or staff-related salaries, benefits, travel, registration fees, or hardware/software/equipment for them.
- Teaching associates, graduate assistants, student assistants or instructional student assistants who teach or grade.
- Hospitality expenses.
- Capital improvement project expenditures such as those related to land acquisition, new or remodel construction or installation costs. This includes remodel costs or installation paid to on-campus service centers such as Facilities Management & Services (FMS) or Telecommunication Services (TSRV) to install equipment. SLF funding can support equipment purchases but the installation and remodeling of space must be covered by other funding.