

# SIU Fine Arts Activity Fee

## Application Form for Variable Allocation Funding

Please print clearly & attach any extra documents

Date of submission:
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Proposed title & date(s) of event:
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Amount Requested from FA AFC:
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Total Project Cost:
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Other funding received (list sources and amounts):
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Other funding pending (list sources and amounts):
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Name, email, and phone number of individual responsible for submission:
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### Sponsoring Organization(s)/ RSO(s)

	Name	Contact Person	Email
1.			
2.			
3.			

Have you previously received funding from the FAAFC? (If YES, list project titles, dates, and amounts):

University account into which the FAAF funds are to be transferred (only non-appropriated accounts):

**FURTHER REQUIREMENTS:**

- I. Narrative
- II. Event Budget
- III. Final Report (in the event of funding)

**NARRATIVE:** Attach a 1-2 page narrative describing the event and what you plan to do. It should include the following:

1. A description of the role(s) SIUC students will play in the event, and why involvement will be beneficial to the student population.
2. An explanation of the role(s) of the key individuals and organizations involved in the planning of the event.
3. An explanation of how the event will result in an enhanced opportunity for cultural activity in the visual, literary, applied, and/or performing arts.
4. An initial plan for advertisement to the student population.
5. An initial plan for feedback and/or documentation to be included in the final report.

**EVENT BUDGET:** Attach a total budget that is inclusive and cost-effective, given the event, using the provided template. Include all other sources of funding in this budget, and indicate details on which expenses will be covered by the FAAFC funding requested. You may wish to include:

Event Expenses (Itemize all costs):

Space Rental  
Equipment Rental  
Transportation  
Staff  
Artist Fees  
Publications  
Publicity  
Misc.

Project Revenue (Itemize all sources of support, confirmed and pending):

Sponsoring organization contributions  
Grants  
Individual contributions  
In-kind donations  
Anticipated income from sales of publications, tickets, etc.

**FINAL REPORT: (only in the event of funding):** All individuals and groups receiving funding are required to submit a final report within one month of the conclusion of their project (no more than two pages). Briefly describe the execution of the event, provide supporting materials, and answer these three questions:

1. In what ways was it successful? Unsuccessful?
2. Did it reach the student population as planned?
3. How do you believe this project enriched the University's cultural life?

**OPTIONAL ATTACHMENTS:** You may want to include: supporting materials (e.g. slides, designs, audio or video items, etc.), specific goals, and/or a timeline.

Please send an electronic copy of the full application and any supporting documents at least two months prior to the proposed event and at least one week prior to the next scheduled meeting of the FA AFC (for schedule see faaf.siu.edu).

**Send your submissions to:**

Professor Olusegun Ojewuyi  
Chair, SIUC Fine Arts Activity Fee Committee  
sojewuyi@siu.edu