



## GRANT FUNDING PROPOSAL INFO & GUIDELINES

The CSUEA welcomes proposals to fund opportunities for students and faculty to remain connected with current entertainment industry practices. All CSU media & entertainment arts departments are encouraged to apply.

### FUNDING IS FOR PROJECTS TAKING PLACE:

June 1, 2020 - May 31, 2021

Deadline: 11:59pm (PST) Sunday - April 5, 2020

**Entertainment Professionals & Visiting Artists:** Proposals up to \$3,000 will be considered to invite industry guests to spend quality time with CSU students and faculty. Formats can include guest lectures, seminars, panels, workshops, master classes, conferences or industry related events. Detailed bios of all proposed speakers must be provided. The CSUEA Grants Committee will carefully vet all industry professionals to ensure we are engaging with prominent and accomplished guests.

**Faculty Professional Development:** CSU faculty can apply for funding up to \$1,000 to register for and attend NON-ACADEMIC, industry-focused networking events, seminars, and training workshops. The intention is to increase visibility of CSU faculty within the industry, foster critical networking opportunities, make contacts to invite to campus, and for faculty to actively engage in cutting-edge industry practices.

**Student-Industry Networking:** Students or faculty advisors can apply for funding of up to \$500 per student to cover registration fees and/or travel to industry events. The intention is for students to directly engage with industry professionals, stay current with trends, and network for career opportunities. The application needs the approval of a faculty advisor who will serve as the lead contact for the grant. Funds for students will be reimbursed to the faculty advisor's department.

### THE CSUEA IS PROUD TO SUPPORT YOUR EFFORTS!

**Our process for applications has changed so please read the following information carefully and completely to avoid disqualifying your application.**

## PROCESS

1. Visit: <https://csuentertainment.submittable.com/>
2. Select "Grant Application" - If you do not have an existing account, you will be prompted to create one.
3. Complete and SUBMIT your application by or before Sunday - April 5, 2020.
4. The CSUEA will contact applicants with a decision no later than three weeks after the submission deadline.
5. Funds will be transferred as a reimbursement after the event has occurred and all relevant receipts & documentation have been submitted.
6. Funded projects may be highlighted on the CSUEA website grants page.

## GUIDELINES

**Please read carefully to avoid disqualifying your application.**

1. Projects must be scheduled to take place between June 1, 2020 - May 31, 2021.
2. Detailed bios of all proposed speakers must be provided.
3. Provide contact info for department or college's budget coordinator as well as a GENERAL FUND account number for funds transfer. We cannot transfer funds to a Corporation or Foundation account.
4. The CSU requires a detailed report, including invoices and receipts, to be submitted no later than 90 days after the event has occurred. Failure to submit a report with proof that the funds were spent appropriately will automatically block any future funding. Grantees will be provided with access to the report format through Submittable after acceptance.
5. Funding does not roll over to the next year.
6. Promotional materials must note that the funded project is supported by The California State University Entertainment Alliance and use The CSUEA authorized logo, which will be sent once the project is approved.

## NOTES

- Particular consideration is given to support CSU campuses not in or near major metropolitan cities.
- Collaborative applications involving more than one CSU Campus and/or foster interdisciplinary departmental engagement will be prioritized.
- Funding cannot be guaranteed for multiple years.
- The CSUEA grants page lists highlights of past funded projects and an example of a successful proposal.

## HOSPITALITY

- There is a \$25 per diem limit on lunch and a \$50 per diem limit on dinner, as per CSU guidelines.
- Funds cannot be used to purchase alcohol or durable goods (e.g. equipment).
- Funding does not cover excessive hospitality expenses such as receptions. It is intended to mainly cover speaking fees and honoraria for industry professionals.

## TRAVEL

- Airfare is limited to economy class, as per [CSU travel guidelines](#).
- Travel expenses to campus are for the main speaker only, not assistants, spouses, or entourage members.
- Review list of [CSU approved travel](#) locations before applying.

## HONORARIA POLICY

- Speaker fee cap is \$400 (for up to 4 days)
- Workshop fee cap is \$750/day (for up to 4 days)

## RESTRICTIONS

**We are unable to fund: performances, receptions, artists-in-residence, faculty speaking engagements or performances, workshops lasting more than 4 days, film/media development or productions, student assistants, marketing and promotional materials, or operational funding.**