

UCIRA

Undergraduate Action Research Grants

Application Guidelines and Instructions

The University of California Institute for Research in the Arts (UCIRA) is now accepting applications for our undergraduate Action Research grants. These grants are aimed at supporting arts and cultural projects with the capacity to have a significant impact on campus/community life. Projects may include, but are not limited to: exhibitions, performances, concerts, guest-artist visits, site-specific art, workshops, festivals and publications that foster innovation and campus engagement through the arts.

The undergraduate Action Research awards, which range from \$500-\$2000, support student-led arts initiatives. Funds are available for any currently enrolled UC student or student group on a competitive basis. Applications are due December 15th of each year for projects taking place during the following Spring or Fall quarters, and March 15th for projects taking place during the following Fall or Winter quarters.

All proposals must:

- Demonstrate art's power to enhance understanding, build communities, and transform lives
- Employ peer-to-peer leadership and expertise to promote undergraduate student learning through the arts

In Addition, proposals should meet one or more of the following criteria:

- Expose students to innovative and experimental art forms
- Facilitate new ways of thinking about how the University can more effectively and imaginatively engage its students and their attendant communities
- Facilitate collaborative work with diverse communities
- Have a significant impact on student life and learning at the University of California
- Use the arts as a means of addressing challenging topics
- in the arts

Some background on the Action Research Initiative:

The UCIRA Action Research program awards are intended to support expanded praxis/participation-oriented proposals in which UC faculty and/or students partner as co-researchers and co-learners with representatives from a broad range of off-campus communities, organizations and agencies. Project proposals should be designed to develop and foster sustained relationships between academic and non-academic sectors and to encourage participants to work on mutually defined problems and projects situated within a real world context.

How to apply:

In preparing to apply you should:

1. Read the guidelines carefully

2. Write down any questions you have and call (805-893-7799) or email UCIRA for clarification (hunruh@ucira.ucsb.edu).
3. Have someone unfamiliar with your project read a draft of your application for clarity.
4. Check the application deadline.
5. Download the Summary Sheet from our website (www.ucira.ucsb.edu/grants.html)
6. Download the Host Venue Form if you will be using a public space that requires approval
7. Obtain a letter of support from a UC faculty or staff member familiar with you, your group or your project.

Deadlines:

Applications will be reviewed twice annually. When applying, please make sure that your event takes place well after the notification date. We do not provide retroactive funding so you we encourage you to apply early!

Deadline	Notification Date	For projects taking place
December 15th, 2009	February 15th, 2010	Spring 2010/Fall 2010
March 15th 2010	May 15th, 2010	Fall 2010/Winter 2011

Applications must be RECEIVED BY 5:00 p.m. on the application deadline. In the event that the deadline falls on a weekend or holiday, applications must be received by the first business day following the deadline. Faxed applications will NOT be accepted.

Funding Process:

You must have an Office of Student Life trustee account or equivalent means of receiving the funds at your campus (note: each campus uses a different name for these accounts – check with your home department for details.) In order to do this you may be required to register as an official student activity group, or obtain permission through your department to receive the funds there. If you are awarded funding, we will send a record of the transfer to OSL or your departmental administrator, through whom you will be able to access your funds.

The Application Package:

To apply for a UCIRA grant, please submit 1 copy via U.S. mail and 1 copy via email in PDF format of the following set of materials:

Application Package:

1. A completed UCIRA summary sheet form (available on our website)
2. A narrative description of the proposed project
(Limit your proposal narrative to one page, with not less than 0.8 inch margins, 12 point font or larger)
3. The project budget proposal
4. Host Venue Form (available on our website)
5. Letter of recommendation from a UC faculty or staff person

Send completed applications to:
 UCIRA
 6046 HSSB
 University of California
 Santa Barbara CA 93106-7115

email electronic copy to zchapman@ucira.ucsb.edu

APPLICATION PACKAGE DETAILS

Please DO NOT use binders, folders, envelopes or other special presentation organizers. Keep it simple. Staple or clip proposal sheets together in the upper left hand corner. Make sure slides sheets, cds and other materials are clearly labeled.

1.SUMMARY SHEET FORM

Please make this the very first page of your proposal.

2. NARRATIVE DESCRIPTION

The narrative description must be limited to no more than to one page, with not less than 0.8 inch margins, 12 point font or larger.

A narrative description is a clear statement and discussion of the goals and objectives of the intended project and addresses the GENERAL REVIEW CRITERIA listed. It outlines the project plan in sufficient detail to convey a clear sense of its organization, names the key people, campuses, groups, and facilities involved and indicates if commitments have been made to the project. It also indicates if portions of the event are to be funded from other sources and lists the proposed dates for the activities described.

3. PROJECT BUDGET

The proposed budget details the project expenses the applicant is proposing that the UCIRA cover.

A project budget states the specific dollar amount being requested from the UCIRA. It is well researched and detailed and lists the number and identity of the participants to be funded. It also lists any sources of additional, matching, or "in kind" funding that have been secured for the project.

Project expenses that UCIRA will fund:

Travel Expenses: UCIRA funds travel expenses incurred by UC artists to participate in UCIRA projects. UC Artists are defined as full-time, part-time, and emeritus arts faculty; full-time staff; and both graduate and undergraduate students and alumni.

Travel expenses include:

- Transportation
- Lodging
- Per Diem

Production Costs

Interpretive Events

Publicity

Documentation

Other expenses: UCIRA is committed to funding new and innovative projects. Because of this, some projects may require funding for expenses that do not fit easily in the categories listed. UCIRA will consider funding these costs on an ad hoc basis. We strongly recommend that applicants contact the UCIRA office before submitting a budget request that includes significant expenses that fall in to the "other expenses" category.

Project expenses that UCIRA will not fund:

- Travel expenses for non-UC artists.
- Honoraria for students
- Publications or documentation costs unrelated to the specific project proposed
- Tuition, entry fees, or registration fees
- Non-travel related living expenses
- Equipment purchase
- Building construction or improvement

4. HOST VENUE FORM

If your project depends upon a specific location you must submit a Host Venue Form with your application certifying that you have permission to use the facility.

5. LETTER OF RECOMMENDATION

Obtain a letter of support from a UC faculty or staff member familiar with you, your group or your project. Be sure to give your letter writer plenty of time to complete the letter of support and as much information about your project as possible so that they are able to speak to your ability to carry out the project, as well as its potential impact on your campus and/or in your community. Your letter writer may also serve in an advisory capacity to the project and may indicate his or her willingness to do so in the letter.

ADMINISTRATIVE PROCEDURES

Project Report:

The student project director (i.e. the main applicant) must submit a brief report (1-2 pages) to UCIRA on how the project was received, how many attended, the impact on the campus community, reviews, and other relevant information. This report should be appropriate for publication as an item in UCIRA promotional material. Please include photographs or other visuals that can be duplicated. Electronic submission is encouraged.

FAQs about Undergraduate Action Research Grants

Do you provide funding for food or beverages?

Yes. You may request up to \$100 of funding for food and/or beverages associated with your event *if it is appropriate*. No alcohol may be purchased with UCIRA funds.

Do you provide retroactive funding?

No, undergraduate Action Research grants are only for upcoming projects. The date of the event must occur after the given notification date to be considered for funding.

What if my group donates some of its proceeds to charity, can we still apply for an award?

Yes, you can. If your event will generate income, please indicate expected revenues on your budget and to whom you plan to donate them. Your home campus may have special regulations in place governing such disbursement of funds. You must check with your home campus to ensure you are able to do so.

How much money can I get for my student project/group?

The maximum amount of an undergraduate Action Research grant is \$2,000.

What can I do to improve my application?

1. Write it as a Word document first. Have other people in your student group (or your mom, or your roommate) proofread it. Ask them if they understand what you've written and if they would award you a grant based on the application.

2. Write it ahead of time and send it in to us - we're always happy to look over potential applications and make suggestions for improvement. You can also call us at 805-893-7799 or email info@ucira.ucsb.edu with questions.

3. Look at the Sample Application on our website.

Will my application be saved online?

No. Once you have submitted your application online you will not be able to access it again. We recommend that you save a copy of your application as a Word document so that you can reference it easily in the future.

How will I know if my application has been granted funding?

Whether or not your application has been awarded funding, you will be notified by e-mail on or before the appropriate notification date.

What do I have to do if my group receives an undergraduate Action Research grant?

You must use the UCIRA logo in all printed and web material (flyers, posters, programs, websites etc.) related to your funded event. You are also required to complete the feedback form well as solicit feedback from activity participants if you can. You are also responsible for informing us of any major changes in your planned activity (i.e. change of date, time, venue, name).

Can make an appeal if my group doesn't receive an undergraduate Action Research grant?

Sorry, the decision of the Student committee is final. We cannot consider appeals for funding but you are welcome to apply again in the next round of applications with a revised application.

For more information contact:

UCIRA

6046 HSSB

University of California

Santa Barbara CA 93106-7115

Phone: (805) 893-7799

Fax: (895) 893-4336

Email: hunruh@ucira.ucsb.edu