

**SAAB Application  
Arts & Expression Grant**

Arts & Expression Grant applications are due to the SAAB/ASLC mailbox (MSC #140) on the 1st and 3rd Monday of each month by 4:00pm.

With the Arts & Expression Grant, the Student Academic Affairs Board (SAAB) supports students who are performing and/or displaying artistic work to the Lewis & Clark community. This work must be academic in nature and can include, but is not limited to, independent projects, musical recitals, art shows, and senior capstone projects.

If you have any questions, please contact the SAAB Grant Director at [saabgrants@lclark.edu](mailto:saabgrants@lclark.edu), or see posted office hours. SAAB is funded by the Associated Students of Lewis & Clark (ASLC). Check out our website for more information: [www.lclark.edu/org/aslc/saab.html](http://www.lclark.edu/org/aslc/saab.html).

Please ensure that you have answered all the questions and received all necessary signatures, and only turn in your grant when you have all components. The board will not review your grant otherwise.

**Information**

Applicant \_\_\_\_\_  
Phone, MSC, e-mail \_\_\_\_\_  
Student ID # \_\_\_\_\_  
Date(s) of Visit \_\_\_\_\_  
LC Project Advisor \_\_\_\_\_  
Expected Graduation Date \_\_\_\_\_

**Signatures (print)**

Applicant\* \_\_\_\_\_  
Project Advisor \_\_\_\_\_  
SAAB Member \_\_\_\_\_  
SAAB Member \_\_\_\_\_  
Registrar \_\_\_\_\_  
Student Activities or Events Coordinator (Performances): \_\_\_\_\_

\* Your signature above constitutes a contractual agreement between yourself and SAAB that all funds will be used for the express purpose of completing the final project. By signing this form you agree to complete a Final Report and turn in all receipts to the SAAB Grant Director. Your signature also signifies consent to allow the Registrar to verify your academic standing with SAAB.

### Procedure

1) Develop an idea. All SAAB applications must be based on a thoroughly researched and developed idea that extends above and beyond available class curricula and/or a standard class project.

2) We recommend that you meet with the SAAB Grant Director within the first six weeks of the semester to discuss your plan for the project. This can be an informal meeting, and allows for the Grant Director to guide you through any potential problems with your ideas.

3) Meet with your project advisor (must be an employee of the Lewis & Clark College) to discuss your project. At this time you must receive his/her support and signature and ensure that they will be providing a letter of recommendation for your application.

4) Ensure a reservation for a place to host the project - for example, Evans Music Building or Agnes Flanagan Chapel for music recitals, or the Hoffman Gallery or Watzek Library for art exhibitions.

- For performances: you must also receive the signatures of the Director of Student Activities or the Events Coordinator.
- For art exhibits: if an exhibit is going to be shown somewhere other than the Hoffman Gallery, you must receive a written confirmation that you have arranged to rent and display your project in that space. This confirmation should be turned in with your application.

5) You must meet with two SAAB representatives (this includes the one(s) that you met with at the beginning of the semester) with a complete draft of your application for revision. This must occur at least two weeks before you plan to submit your application. These representatives must sign your application before it can be submitted. SAAB representatives can only sign applications that merit full funding. In other words, if the representative doesn't believe that your application should receive full funding, then they can't sign it. Because of this, it is of utmost importance that enough time is budgeted to receive feedback and make changes on your application before it is due. **SAAB representatives are not required to make time to review applications after the two-week deadline.**

6) Receive the signature of the registrar to verify that you are in good academic standing (2.00 GPA or higher). Allow a full working day for the registrar to sign your application. Be sure to provide photo identification when picking up your signed application. If multiple students are submitting the same application, then each student must turn in a completed signature page (the first page of this application) with the submitted grant.

7) **Turn in your completed grant to the SAAB/ASLC mailbox (MSC #140), and send a confirmation email to [saabgrants@lclark.edu](mailto:saabgrants@lclark.edu) with a digital copy of your grant materials.** Your grant is due the week *before* the date when you expect to present. If SAAB has a queue of grants to hear, your presentation could occur 1-3 weeks after your application is submitted. Due to this possibility, it is in your interest to turn your grant in as soon as possible.

8) Formal presentations are required of all grant applicants. The SAAB Grant Director will contact you with a presentation date after your application has been received. Your presentation is, in many ways, as important as the grant itself so prepare in advance and dress professionally. You will have 7 minutes to tell the board about your scholar, express your enthusiasm for how the presence of this person will enrich the academic experience of yourself and your fellow students, and to address any weaknesses you feel may be perceived in your grant application. Your presentation will be followed by a Q&A session with the board. Power Points or other visual aids are encouraged.

9) If you are funded, final reports are due three weeks after your project/presentation has taken place. The SAAB Grant Director will provide you with the necessary information upon funding.

### **Application**

Your application should include:

- 1) The page with your application information and required signatures (one page per student applying).
- 2) Detailed answers to the questions on the following page. This part of the application should be at least 3-5 pages in length.
- 3) A detailed timeline of the project/performance and all preparations/rehearsals for it.
- 4) Two itemized lists of expenditures detailing an optimum (your preferred) and a minimum (the absolute least amount you would need) budget request, within a table clearly displaying the items of the budget and the delineations between the optimum and minimum amounts. Be prepared to justify all items. Remember, SAAB will provide funds for an honorarium up to \$500, but will not fund speaking fees. If you are applying for partial funding for any reason, please include the total amount and the sources from which you would receive additional funding. *Note: not all grants will have an optimum and minimum budget. If this is the case, provide one budget and a short explanation for why there is only one.*

**\*\*Regarding budget items purchased prior to submission of application:** if applicant purchases budget items prior to their grant hearing, they do so with the full understanding that the grant may not be funded and this cost will become their personal responsibility. For purchases made ahead of time, applicants may take precautions to ensure that a refund is possible incase grant is not funded (eg. purchasing traveler's insurance for airfare tickets). Premature transactions should only be done for items whose cost may increase significantly if not purchased well in advance.

Early submission of grant applications will help to avoid this problem.

- 5) As much as possible, provide proof of the above costs, especially for supplies that have already been purchased. This can include photocopies or printouts of receipts, or online verification. For airline tickets (regardless of whether or not they have been purchased yet), include a printout or screenshot of the

website used (Expedia, BestFares, etc.) which verifies you have selected the most competitive price.

6) A letter of recommendation from your project advisor, who must be an employee of Lewis & Clark College, preferably of the College of Arts and Sciences. Letters of recommendation should endorse both the merit of the applicant and the proposed project. These letters are confidential, and should be submitted in a sealed envelope with the advisor's signature across the back to the SAAB/ASLC mailbox (MSC #140), or emailed to [saabgrants@lclark.edu](mailto:saabgrants@lclark.edu).

**Applications should look professional, and should be free of typos, spelling mistakes, and grammatical errors. Submissions should be double-spaced, with a header that includes your last name and page numbers. When answering the questions below, each of your responses should be preceded, in bold, by the respective question.**

### **Application Questions**

- 1) Please provide a detailed description of the project/performance. What are its different components, when and where will it take place, what will it look like?
- 2) What makes your project unique and worthy of funding? That is, what elevates it above a standard project/performance required for a class? This is very important, so be as explicit as possible. Discuss the purpose of the project and what you wish for the audience/viewers to get out of the experience.
- 3) Please describe any and all background work you have done to prepare for this project. Be sure to include relevant classes, lessons, or other projects you have participated in the past. How did you come up with the idea for the project?
- 4) The SAAB bylaws read, "SAAB requires its grant recipients to bring their project back to the LC community and encourages them to bring it to the larger global community." Please discuss how you intend to fulfill this. Describe how your project will impact and benefit the greater Lewis & Clark community, both in the short- and long-terms. Also discuss if you have plans to give your project greater exposure on the state, national, or international levels.
- 5) Have you received SAAB funding for this project in the past?

### **The Final Check!**

- completed signature sheet
- followed all formatting guidelines
- answers to application questions
- itemized maximum and minimum budgets
- proof of cost for each item on budget
- proof that you have reserved any spaces on campus necessary for the project/giveback
- recommendation from your project advisor