

# SAAB Application Arts & Expression Grant

The Arts & Expression Grant is accepted on a monthly rolling basis. For the Fall Semester of 2019/20, the Grant will be due on Monday, December 2nd. All Grants will be heard within two weeks of the deadline. Grants can be turned in to SAAB/ASLC mailbox (msc #140) or directly to the SAAB Grants director by email or in person during office hours.

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 Grants 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: <https://aslclark.org/saab-grants/>.

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, Box, E-mail: \_\_\_\_\_  
Student ID #: \_\_\_\_\_  
Date(s) of Event: \_\_\_\_\_  
LC Project Advisor: \_\_\_\_\_  
Department of Project: \_\_\_\_\_  
Expected Graduation Date: \_\_\_\_\_

## Signatures (Print)

Applicant: \_\_\_\_\_  
Project Advisor: \_\_\_\_\_  
SAAB Representative: \_\_\_\_\_  
SAAB Representative: \_\_\_\_\_  
Registrar: \_\_\_\_\_  
Student Activities (Performances): \_\_\_\_\_  
Events Coordinator (Performances): \_\_\_\_\_

\*\*\*Your signature above constitutes a contractual agreement between SAAB and yourself 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 Chair. 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 at least one SAAB representative 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 SAAB representative to guide you through any potential problems with your ideas. It is best if you meet with the SAAB representative for your department (or the department to which the grant adheres), but this is not a requirement.
- 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 provide 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 and 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 (which 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 the grant is due.** These representatives must sign your application before it can be submitted. SAAB representatives can only sign applications that they believe are meritorious. In other words, if the representative doesn't believe that your application should receive full funding, then they cannot 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 in Templeton (msc #140), and send an email confirming you have turned in the grant to [saabGrants@lclark.edu](mailto:saabGrants@lclark.edu).**

8) Formal presentations are required of all grant applicants. The SAAB Chair or Vice Chair 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 project, express your enthusiasm and dedication for it and the subject, 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 Chair or Vice Chair 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 portion 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. Research prices and present the Board with the most competitive prices available. If you are applying for partial funding, 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.*
- 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 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?