

# FASA SPECIAL PROJECT GRANTS HANDBOOK!

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# ALL ABOUT FASA SPECIAL PROJECT GRANTS

## What is a Special Project Grant?

A Special Project Grant or "SPG" is a grant given to undergraduate Fine Arts students at Concordia University (a student enrolled in at least one Fine Arts Undergraduate class) to support both individual and group projects. Part of the fee-levy paid by members of the Fine Arts Student Alliance (FASA) is dedicated toward the SPG fund every semester.

## What is the mandate of FASA's Special Project Grants?

FASA's mandate for the Special Project Grants is to support projects that will reach a wide number of students at Concordia, particularly those within the Fine Arts community. We aim to fund a diverse range of projects that will allow our membership to be involved either as participants or audience members. Projects do not necessarily have to take place at Concordia, although they should be accessible to Concordia students if they would like to attend.

## How often are SPGs awarded?

Special Project Grants are given out once in the Fall semester and once in the Winter semester. **Grant money does not carry over from one semester to the next, meaning you must use your grant in the same semester you receive it.** A student may only submit one application per semester. **You may only receive one Special Project Grant per academic year.**

## How are funds allocated?

Each year, a portion of FASA's fee-levy is dedicated directly to Special Project Grants. This amount varies from year to year and is based on the number of students enrolled in Fine Arts programs and how many credits they are taking. The amount received is split into two equal parts to be distributed during the Fall and Winter semesters.

From the amount that is allocated for each semester, money is split according to percentages voted on by the FASA Board of Directors. Right now it looks like this: **Personal** 25%, **Group** 37.5%, **Community** 37.5%.

## Who can apply for SPG funding?

Any undergraduate student registered in a specialization, major, or minor in the Faculty

of Fine Arts can apply for SPG funding. **Students must be registered in at least one Fine Arts Undergraduate class during the semester in which they are applying for the grant.**

## **Who juries the applications?**

The SPGs are juried by FASA Coordinators and/or FASA Board of Directors members. The jury for the **Personal** and **Group** categories is composed of a minimum of two members. The jury for the **Community** category is composed of a minimum of three FASA Board of Directors members.

## **How are projects selected for funding?**

To be selected for funding, projects must fit within the mandate of the Special Project Grant program. It is up to the applicant(s) to ensure that they adequately convey the following 4 qualifications to the jury:

- ★ Clarity of Application / Intention of Project
- ★ Community Impact
- ★ Feasibility
- ★ What you intend to use the funds for in your project

# SPG APPLICATION INSTRUCTIONS

## Personal Creation SPGs

*Funding for 1-4 people making an art-work together.*

Maximum funding amount: **\$200**

How to apply:

1. Read the eligible expenses guidelines below and email [office.fasa@gmail.com](mailto:office.fasa@gmail.com) if you have questions.
2. Create a budget for your project using this budget guide:  
<https://docs.google.com/spreadsheets/d/1yYzLDnRhOVH5O5FMtJNIX4VoVBnZd14J/e#gid=1752186113>
3. Write a Project Statement (maximum of 100 words) and Project Description (maximum of 300 words).
4. Fill out the online application form for your project:  
<https://forms.gle/ymYMuaoZTMmmkQqD8>

## Group Collaboration SPGs

*A closed group such as a class, collective, team, or film crew of 5 or more people creating a project like an artwork, performance, film or exhibition.*

Maximum funding amount: **\$700**

How to apply:

1. Read the eligible expenses guidelines below and email [office.fasa@gmail.com](mailto:office.fasa@gmail.com) if you have questions.
2. Create a budget for your project using this budget guide:  
<https://docs.google.com/spreadsheets/d/1yYzLDnRhOVH5O5FMtJNIX4VoVBnZd14J/e#gid=1752186113>
3. Write a Project Statement (maximum of 100 words) and Project Description (maximum of 300 words).

4. Fill out the online application form for your project:

<https://forms.gle/ymYMuaoZTMmmkQqD8>

## Community Contribution SPGs

A project facilitated by a group or club that impacts the broader Fine Arts community or a significant segment of that community, like a department or specialization.

This project should do one of the following:

- Impact the community by offering a public workshop, talk, or service;
- Involve the community by having an open callout for participation;
- Inform the community through a publication, information campaign, or community building event.

Maximum funding amount: **\$2,000**

How to apply:

1. **IMPORTANT!** Read the criteria for this category (above) and the eligible expenses guidelines (below), and email [fasa.fina@gmail.com](mailto:fasa.fina@gmail.com) if you have questions.
2. Create a Budget for your project using this budget guide:  
<https://docs.google.com/spreadsheets/d/1yYzLDnRhOVH5O5FMtJNIX4VoVBnZd14J/edit#gid=1752186113>
3. Create an Outreach Plan to explain how you'll get the word out about your project. You can use this [example](#) as a reference.
4. Write a Project Statement (maximum of 100 words) and Project Description (maximum of 300 words).
5. Fill out the online application form for your project:  
<https://forms.gle/ymYMuaoZTMmmkQqD8>
6. Attend the FASA Board of Directors jury. The date, time, and location for this meeting will be confirmed with you. **You will be asked to partake in a 10-minute question and answer period with the jury.**
7. When your project is complete, please send [fasa.outreach@gmail.com](mailto:fasa.outreach@gmail.com) a simple (one page or less) report on your project, along with some visuals (photos or poster image). FASA may use these materials on our website or social media to promote the SPG program.

## Questions

If you have any further questions, feel free to email [office.fasa@gmail.com](mailto:office.fasa@gmail.com) or stop by our office during our office hours (found here: <http://fasa.concordia.com/contact/>). The Coordinators will be happy to help you in any way that we can!

**IMPORTANT!** Once you submit your SPG application form, you should see a confirmation from the Jotform on the screen. If you do not see this confirmation, please re-submit your application.

**IMPORTANT!** Please include your name and email address on all documents.

**HOT TIP:** Students often apply to FASA for **less** than the total amount of funding available in the category for which they are applying, even when their project costs much **more** than that. In general, with this and all other grants, it's better to **DREAM BIG** in your grant application and apply for the maximum amount of funding that you could use for your project if it were awarded, within the correct category of funding.

## SPG ELIGIBLE EXPENSES GUIDELINES

FASA will cover expenses that fall under the following categories:

### Artmaking Related Expenses

FASA can fund supplies for the making of an artwork (e.g. paint brushes, paints, photo paper, film, etc). We understand that nontraditional materials (such as food) are often used to create a work, so please provide justification regarding why it is the best option to buy and not rent or borrow these materials (e.g. the destruction of equipment during creation/performance of work).

### Equipment Rental and Purchasing

FASA encourages equipment rentals as an alternative to purchasing equipment when possible. Equipment rentals can include but are not limited to cameras, speakers, printers, scanners, and digital recorders. The CDA also offers a wide variety of electronics and other equipment that you can borrow. FASA will fund permanent purchases, however, the applicant must justify the purchase of the particular item in their project description, and **FASA will only fund up to a maximum of \$100 for a permanent purchase**. If your item costs \$340, FASA will only fund \$100, and you must supply the other \$240.

## Venue Rental

FASA will fund the rental of venues for exhibitions, screenings, performances, public events, and etc. Please provide an accurate quote from the venue you wish to rent.

## Printing and Publicity

FASA can fund printing costs for posters, programs, and any other promotional materials related to a Fine Arts student initiative. We ask that if you are applying for publicity funding, please get a quote from a printer (e.g. Rubiks) and include this with your application. Please note that if you are granted funding, **the FASA logo must appear on all printed material that has been paid for with FASA funding.**

## Food and Beverages

Food and beverages (including alcohol) may be covered for events that are open to the public/to all Fine Arts students, such as vernissages and openings. Food for meetings open to all Club membership or a film shoot including cast and crew may be covered. Holiday parties, end of year parties, and retreats are NOT eligible to receive FASA funding under the Special Projects Grant program. Please note that to serve any alcohol, whether free or sold at a Concordia/FASA event (on or off campus), you must have a liquor permit. The cost of obtaining a liquor permit may also be covered by FASA. FASA will not reimburse alcohol purchases unless a liquor permit is supplied.

## Websites

FASA encourages students to create websites that will showcase their artwork or promote their initiatives. Websites are eligible for coverage by FASA if they are being designed by a Fine Arts student (either by you or another student in the Fine Arts).

## Transportation and Accommodation

Transportation includes the rental of vehicles (e.g. moving vans/trucks) for the sole purpose of transporting equipment or artworks. Taxi fares for artists and speakers or for large artworks that you are unable to transport using other means (public transit or walking) are also covered by FASA. For gas purchases exceeding \$20, a report breaking down the kilometers traveled and pricing of gas must be submitted when handing in receipts. We will also fund travel for guest speakers if they are traveling by plane, train, or bus. If the fare for a speaker's transportation adds up to exceed the amount of your grant, you will have to cover the rest of the costs. We do not offer funding for bus or metro fare.

Accommodation for both speakers and students going on research trips can be

funded, but please be reasonable in choosing your accommodations. We do not fund travel to conferences, as the Faculty of Fine Arts has a travel grant available to fund student travel.

## Honorariums

An honorarium by definition is a financial compensation – not a wage – made to a person for their services in a volunteer capacity or for services rendered. FASA will fund honorariums for guest speakers, instructors, etc., provided they are appealing primarily to a Fine Arts audience. Please note that Concordia faculty members are contractually ineligible to receive honorariums. FASA does not fund gifts for these individuals.

Pro tip: You can contact CJLO to request a DJ to play your event (for free).

- ★ We strongly discourage person to person transactions, e.g. Craigslist, Ebay, Facebook groups, other students, etc. All transactions must have a valid receipt and proof of payment.

## EXPENSES NOT COVERED

- No permanent purchases exceeding \$100.
  - e.g. Computers, printers, cameras, filing cabinets, etc. Clubs are allowed permanent purchases within reason, but they must first contact the Clubs Coordinator at [fasaclubs@gmail.com](mailto:fasaclubs@gmail.com).
  - If you make a permanent purchase exceeding this limit, FASA will only reimburse you \$100.
  - We encourage you to access equipment more sustainably by renting or borrowing equipment through IITS or the CDA.
- Anything significantly different from what you specified in the budget you had submitted.
  - Contact [office.fasa@gmail.com](mailto:office.fasa@gmail.com) with any significant changes to your budget for approval.

## OTHER GRANTS AT CONCORDIA

If you aren't eligible for FASA funding, or require additional funding to make your project happen, there are plenty of other granting bodies on campus that can help fund student projects. For example:

### **The Concordia Council of Student Life (CCSL)**

The Concordia Council on Student Life (CCSL) makes funds available to support projects that enhance or contribute to the quality of student life at Concordia.

**Deadlines:**

Fall 2023: Tuesday, October 10, 2023 at 5 p.m.

Winter 2024: Monday, February 5, 2024 at 5 p.m.

[APPLY HERE](#)

### **The Concordia Student Union (CSU)**

The CSU offers Special Project Funding for undergraduate individuals and student groups on campus. The goal of Special Project Funding is to fund and support events, projects and initiatives that benefit the undergraduate community at Concordia and enhance student life. Max. \$1,500.

**Deadlines:**

October 2023 and March 2024 (exact dates to be determined)

[APPLY HERE](#)

### **The Concordia University Alumni Association (CUAA)**

The CUAA disburses special-project allocations to student applicants four times per year, usually to a maximum of \$500 per project.

**Deadlines:**

September 23, November 18, January 27 & March 24

[APPLY HERE](#)

## **The Concordia University Small Grants Program (CUSGP)**

The Concordia University Small Grants Program (CUSGP) is designed to enhance the student experience at Concordia, both academically and in their engagement with our communities – locally, nationally and internationally. The CUSGP assists undergraduate and graduate students by offering supplemental financial support of up to \$1,000, on a competitive basis, towards a special project that meets the criteria.

### **Deadlines:**

Funding requests are reviewed on a rolling basis.

[APPLY HERE](#)

## **The Sustainability Action Fund (SAF)**

The Sustainability Action Fund (SAF) offers funding to support projects to develop sustainable infrastructure, urban agriculture, community-building, and education surrounding environmental and community issues, with the long-term goal of inspiring and developing a culture of sustainability at Concordia University.

### **Deadlines:**

Funding requests are reviewed on a rolling basis, with deadlines on the 15th of each month.

[APPLY HERE](#)

## **CSU COMMITTEE FUNDING**

The CSU offers Special Project Funding for undergraduate individuals and student groups on campus related to specific topics covered by their various committees: [BIPOC Committee](#), [External & Mobilization Committee](#), [Loyola Committee](#), [Student Life Committee](#), and [Sustainability Committee](#).

### **Deadlines:**

Funding requests are reviewed on a rolling basis.

[APPLY HERE](#)

## **CSU COMMUNITY ACTION FUND**

Students and non-students working on grassroots initiatives both inside and outside the Concordia community are eligible to apply. This funding is for Projects, Strikes, and Operational funding for organizations working on grassroots initiatives both inside and outside Concordia. Max. \$3,000.

**Deadlines:**

Funding requests are reviewed on a rolling basis, with deadlines on the 15th of each month.

**[APPLY HERE](#)**