GUIDELINES FOR UNIVERSITY CULTURAL AFFAIRS COMMITTEE APPLICATIONS

The Cultural Affairs Committee seeks to fund events that have the potential to generate broad based interest within the University Community. Such interest may be demonstrated by applications that share several sponsors and/or funding sources. Applications related directly to the University’s teaching program are especially encouraged.

A. The Following are general guidelines used in considering applications:

1. All applications must be submitted on behalf of or with the support of one or more departments or programs at the University. Written letters of support – these may be emails or electronic attachments - from all supporting or co-sponsoring departments or programs must be submitted with the applications. The Committee encourages multiple sponsorships.

2. Student organizations may submit applications for funding. The application must be supported by one or more departments or programs at the University and approved by the faculty or staff sponsor of the student group.

3. All applications must include an itemized budget. Accepted applicants are required to submit a final report by the end of the academic year where the event occurs. This final report must include how the Committee’s funds were spent and the total program budget for the event.

Recipients who do not submit final reports will not be considered for future grants until final reports are received by the Committee.

B. University of Richmond cultural events sponsored by the Cultural Affairs Committee may charge admission according to certain agreements listed below:

1. You must note on your applications if you want permission to charge for admission; if you do, you must specify the price you intend to charge and follow the guidelines below. Award recipients must receive the Committee’s permission to do so.

2. The event must take place in a George M. Modlin Center for the Arts concert hall or theatre space, or another appropriate prearranged facility approved by the Committee.

3. Admission will be gratis for all University of Richmond full time and part time students.

4. Faculty and staff of the University of Richmond will be given a reduction on ticket prices.

5. All other seats will be sold at a rate approved by the Committee.

6. Ticket sales will be handled by the box office of the Modlin Center for the Arts.

7. For those events for which admission is charged, a block of seats to include at least 20% of the house will be reserved for the UR community until one week prior to the event. Once those seats reserved for the UR community have been exhausted, all remaining available seats for the event will be open to the UR community upon individual application or purchase according to the stipulated agreements in (2) and (3) above.
8. If either the departmental contribution or the Cultural Affairs Committee contribution to the funded project exceeds 30% of the total project costs, proceeds from ticket sales will be shared by the Cultural Affairs Committee, the Modlin Center for the Arts and/or the sponsoring department or program at the same percentage rate which they contributed. Proceeds from admission will be used for future events cosponsored by Cultural Affairs and cannot be used toward funding the particular event for which said admission is charged. Parties contributing less than 30% of the total costs will not be entitled to receive any of the revenue.

C. The following qualify for funding by the Committee:
1. Appropriate honoraria or appearance fee for guests.
2. Appropriate travel, lodging, and meals for guests (these costs should reflect current actual rates for airfare and lodging and should be itemized per person).
3. Marketing and advertising costs.

D. The following DO NOT qualify for funding by the Committee:
1. Receptions.
2. Honoraria, travel or meals for full-time University faculty or staff.
3. Recording (aural or visual) of the event, unless such recording is an integral part of the performance.

E. Budget Allocations & Deadlines

There are two rounds of applications for Cultural Affairs funding: October and February (the precise application deadline will vary from year to year and will be determined and announced by the Committee Chair). In the fall round, the Committee expects to grant roughly seventy percent of its annually budgeted funds for events taking place in the following academic year. In the Spring round of funding, the Committee expects to grant about twenty percent of its annually budgeted funds for the events taking place in the following academic year. Ten percent of funds will be reserved for smaller events ($1500 max) to be applied in the Fall round for events taking place in the following Spring.

Fall round applications may be either for events that will take place during the following academic year or for events that take place in the spring of the current academic year. (Note: About seventy percent of the available funding will go to support the former and ten percent will support that latter. Same-year applications have a maximum limit of $1500.)

Spring applications are due in mid-February and must be for events taking place in the following academic year. (The precise application deadline will vary from year to year and will be determined and announced by the Committee Chair.)

F. Format:

All applications for funding to the Cultural Affairs Committee must be submitted using the committee’s official application form. Additional pages can be attached to the application form.

PROPOSED
CAC GUIDELINES 4/27/2006