ELON UNIVERSITY SCHOOL OF COMMUNICATIONS
UNDERGRADUATE PROFESSIONAL AND CREATIVE PROJECT GRANT

APPLICATION GUIDELINES

The School of Communications encourages students to develop high-quality creative and innovative projects and to showcase their work in professional settings or academic competitions. Each year, limited funds are made available through a competitive review process conducted by the School of Communications Awards and Competitions Committee. The grants are designed to support the following types of student activities:

1. Development of competitive projects through production assistance,
2. Development and implementation of high impact professional activity that brings prestige to Elon,
3. Payment of submission fees, and
4. Travel assistance to competitions.

To be considered for grant funding, the project must have **originated** through the initiative of an individual or a group of Elon University Communications students. Potential projects may include work created as part of a university-sponsored student media activity or a School of Communications organization, as an independent project, or as an assignment in a course. A faculty or staff mentor must approve all applications.

This grant initiative augments the ample School of Communications support for creative production through access to facilities and software, faculty and staff mentors, and high-quality production equipment available from the Gear Room.

ELIGIBILITY REQUIREMENTS AND RULES

   1. Current students majoring in the School of Communications. Current students are eligible for support of project creation, competition submission fees, and travel assistance. Projects may be completed, in progress, or well defined as described in a detailed proposal.

2. Recent graduates of the School of Communications. Recent graduates may apply for competition submission fees and travel assistance *within the first year after graduation*. Projects must have been completed before graduation.

Professional and Creative Project Grants are not intended for undergraduate research papers, and graduate students are not eligible for grants.

Rules for Production Assistance/Professional or Creative Projects

1. Students may apply for funding to cover production expenses, including support for location filming, equipment rental, payments for talent, licensing, or content acquisition such as copyright usage fees. Such requests are capped at $1,000/year for a student/team and will only be granted for projects that are being created for external competitive review such as entry in student competitions, film festivals, etc.
2. Students may apply for funding to cover expenses related to the development and or implementation of high-impact projects that are designed for external audiences. Such requests are capped at $1,000/year for a student/team and will only be granted for projects that are being created under faculty mentorship.
3. In the case of a group project, only one member of the group is to submit an application.
4. Funding will not be provided retroactively. All expenditures supported by this fund must be approved by the committee prior to the expenditure.
5. Depending on the nature of the project, applicants are encouraged to build incidentals into their overall request, itemizing each anticipated item up to $200. Once receipts are received, the school will reimburse applicants.

Rules for Submission Fees

Current students or recent graduates of the program may submit requests for reimbursement of up to $200 in submission fees in a given year.

Rules for Travel Assistance to Competitions

Travel awards will be evaluated based on the prestige of the competition, the level of award received, and the estimated cost of travel to the event. The student must pay additional travel expenses. A student may also receive additional funding from other sources, such as student media and communications organizations.

1. Travel support for competitions and juried screenings will be issued based on priority as determined by the committee. Recipients of first, second or third place awards will be considered as priority applicants. The committee will also consider applications for

travel support to present work at juried and/or highly selective competitions where judging occurs at the event.

2. Students may apply for travel to multiple competitions. No one student may exceed $1,000 of travel support in an academic year.
3. To receive full consideration, applications requesting travel support should be submitted at least 30 days prior to travel. Please be advised to not incur any travel related expenses before the application is approved or pre-approved.

Expedited Review

Proposed project incidentals that do not exceed $200 are eligible for expedited review by the chair of the School of Communications Awards and Competitions Committee under an expedited review designation.

PROCEDURES

1. Applications for support of student projects, submissions and travel must be submitted to the Awards and Competitions Committee, during the academic year, *℅ Alyssa Donohue, Schar 108*. Questions pertaining to the application process should be directed to Assistant Professor Sana Haq, McEwen 216B.
2. In most cases decisions on an application will be communicated to the applicants within two weeks after a deadline. In some cases, a more detailed review may be required and the applicants will be informed of the status of their application within two weeks of the deadline.
3. Undergraduate students are eligible to apply for all the aforementioned types of financial assistance.
4. Requests for funding must be supported by a School of Communications faculty or staff mentor who has provided creative and/or technical support and who endorses the application.
5. Students must submit an itemized budget to the Awards and Competitions Committee that describes in detail how funds will be spent.
6. Ordinarily, applications to support funding for submission fees and travel costs will be accepted and approved on a rolling basis.

Deadlines for Funding Cycles

Applications to support funding for creative projects will be accepted twice during Fall and Spring semesters. The deadlines for the funding cycles are as follows. Students are encouraged to apply early. If an application does not get approved in a given cycle, the students are encouraged to revise the application and apply again in the next funding cycle.

- Fall Early Deadline: October 15th by 5 p.m.
- Fall Deadline: November 15th by 5 p.m.
- Spring Early Deadline: February 15th by 5 p.m.
- Spring Priority Deadline: March 15th by 5 p.m.

Applications submitted towards the end of the academic year (mid-March to May) will only be considered if funds are available. Applications received after May 1st may not be considered for funding.

Disbursing funds
Funds will be disbursed to the individual based on pre-approval by the Awards and Competitions Committee of specified budgeted items. Itemized receipts must be labelled and submitted in their entirety with an attached summary of all expenses to Alyssa Donahue in Schar 108. If others involved in the professional or creative project incurred budgeted expenses on behalf of the team, the lead author must include a reimbursement request on their behalf when submitting his/her receipts. It is the responsibility of the lead author to distribute any appropriate reimbursements to other project members. There are no exceptions to the single payment disbursement policy.

Allow 2-3 weeks for disbursing of funds by the university accounting office following approval.

SUBMISSION PROCEDURE

1. Fill out the application form (pages 6-8) and attach all requested documentation (budgets, descriptions, etc.)

2. Print the completed form and solicit signatures from signees.

3. Submit all completed materials to the

    > Awards and Competitions Committee
    >
    > Sana Haq, Assistant Professor and Committee Chair
    >
    > ℅ Alyssa Donohue
    >
    > Schar Hall 108

APPLICATION CHECKLIST

- ❏ Fill out all required information on the application form
- ❏ Submit an itemized budget
- ❏ Submit a detailed description to justify the expenses requested
- ❏ State the total amount of money requested from the committee
- ❏ Declare any additional sources of funding for budget items
- ❏ Indicate whether the funds are requested for:
    - ❏ Travel support to receive an award
        - ❏ State what award or prize to be received
    - ❏ Travel support to present work at a competition
- ❏ Submission fee reimbursement request
- ❏ Production support for projects in progress or at completion
    - ❏ Specify the nature of the request, e.g. whether the support is for location shooting, content acquisition, or other needs
- ❏ For high-impact projects that are designed for external audiences (i.e. not Elon affiliated), describe intended audience and relevance of the project
- ❏ Make sure all signatures have been gathered upon submission of the form

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APPLICATION FORM

PURPOSE OF REQUEST:

- ❏ PRODUCTION ASSISTANCE

- ❏ HIGH IMPACT PROFESSIONAL ACTIVITY

- ❏ SUBMISSION FEES (CONTESTS, COMPETITIONS, AWARDS CEREMONIES)

- ❏ TRAVEL, LODGING, MILEAGE AND INCIDENTALS

Student Name _____ Elon ID# _____

Campus Box _____ Email _____ Phone _____

Major _____ Minor _____

Link to e-portfolio _____

Class Year: FY / SO / JR / SR   Graduation Year (if applicable): _____

Faculty/Staff Mentor Name: _____ Extension: _____

Current Title of Production: _____

Medium/Format/Type: _____

Other Team Members (if any): _____

_____

Amount of funding requested: $ _____   Have you received funding from elsewhere?   Y / N

If yes, how much funding have you received $ _____   and from which organization?

_____

Is this work associated with a class? Y / N   If yes, which class (course id/semester/year)?

_____

ADDITIONAL REQUIREMENTS FOR PRODUCTION ASSISTANCE

1. Attach a brief abstract or description of the project and how funds will be used

2. Attach a detailed, itemized budget with a rationale for anticipated expenses (discuss why these expenses are essential to the project)

3. Please share with the committee how your work will be competitively reviewed. List at least one competition you intend to submit your work to (film festivals that screen only selected works qualify as competitive review).

   Competition/Contest Name:_____

   Location: _____ Date of competition: _____

   Other Competitions (optional) _____

   _____

4. Progress to completion: NONE / LESS THAN 50% / MORE THAN 50%

5. Do you require travel assistance for your production? Y / N
   If so, please detail your travel needs in an attached description, including location of travel, anticipated travel dates, anticipated costs, and any other pertinent information for committee review.

ADDITIONAL REQUIREMENTS FOR PROFESSIONAL ACTIVITY

1. Attach a brief abstract or description of the project and how funds will be used

2. Attach a detailed, itemized budget with a rationale for anticipated expenses (discuss why these expenses are essential to the project)

3. Attach a description of the importance and relevance of your activity to your profession. Please also discuss the intended audience for your project and how your project may bring prestige to Elon.

ADDITIONAL REQUIREMENTS FOR SUBMISSION FEES:

Please attach a short description (~150 words) to justify why you've selected the awards competitions and/or film festivals you wish to enter.

ADDITIONAL REQUIREMENTS FOR TRAVEL ASSISTANCE:

Did you receive assistance from this committee for the submission fee?   Y / N

Is the festival or competition open acceptance or juried? _____

What is the acceptance rate? _____

Are you traveling to accept an award?   Y / N

If yes, what award? _____

_____

SIGNATURES

Student Signature _____ date _____

Faculty/Staff Mentor Signature _____ date _____

Application Received _____ date _____