

## ArtCenter

### **J. YANG & FAMILY FOUNDATION - FACULTY GRANT 2019 - 2020**

#### **Guidelines, FAQ and Rubric**

We are pleased to announce a one-time grant opportunity for an ArtCenter Faculty member to create work related to Taiwan and/or that explores an aspect of art, design, history, culture, or society of Taiwan. This opportunity is being extended by the J. Yang & Family Foundation as a part of their outreach to the college in an effort to make ArtCenter, our faculty, and the areas we engage in as a college, more visible and accessible to students from Taiwan. This is part of a larger multiyear grant given to the college from the Foundation, which includes support for scholarships and Study Away.

This special faculty grant is a one-time grant opportunity for \$10,000.

The application process will be announced and open for submissions in December 2019. Applications can be submitted at any time from point of announcement up to the application deadline. The deadline for submissions is 3/6/20, Friday of Week 7, Spring 2020, by midnight. See section below for submission details. The recipient of the J. Yang & Family Foundation Faculty Grant will be notified by 3/27/20, Friday of Week 10, Spring 2020

Funding will be allocated in full by or before 5/30/20, and can be used to support work locally, off-site, or to travel on-site.

#### **Brief:**

- Create work related to Taiwan and/or that explores an aspect of art, design, history, culture, or society of Taiwan; using a portion of the funds to travel to Taiwan is allowed and encouraged, but not required
- Recipients are required to produce objects, papers, exhibitions or other tangible results from their project – to be completed within 1 year of disbursement of funds
- Work does not have to relate to the college, your role in the college, or your department(s) – but projects that have potential to inform future Courses, Coursework, or Study Away opportunities in Taiwan are encouraged
- All projects must be documented in a one-page report. Recipients will also be asked to present a brief summary of their project during an ArtCenter event

This opportunity is being extended to all faculty currently engaged with the college, in collaboration with the Strategic Partnerships unit in Development and facilitated by the Office of Faculty Development in coordination with ArtCenter Faculty Council.

This grant is available for all ArtCenter faculty who:

- Are a current member of their department
- Are not the current (Fa19 award) recipient of a Faculty Council Faculty Project Grant
- Are not a current member of the ArtCenter Faculty Council
- If part-time, have taught for at least four terms in the past two years\*

The Applicant must demonstrate that:

- The project is new. The project cannot be the documentation of work that has already been completed and/or exhibited.
- The project cannot be the presentation of a paper that has already been written or presented.
- The project cannot be or have been funded in whole or in part through ArtCenter departments (including degree or concentration programs/Designmatters, Faculty Development, or through other college operational budgets).
- Commercial projects must demonstrate a sufficient degree of innovation or experimentation so as not to be easily funded in the business marketplace.
- The project's execution can be completed and presented in a concrete way within one year of receiving the award
- Equipment must be clearly specific to and required to complete the project. Proposals that exceed 30% allocation towards equipment must present detailed justification for the overage.
- Applications that fail to meet these requirements will be disqualified.

## How to apply

The application form is a Microsoft Word document that is to be written directly into and returned as a Word Document or PDF by email. Applications not submitted using this form may be disqualified. The Application can be found on the Faculty Development inside.artcenter page, in the section title J. Yang & Family Foundation Faculty Grant:

<https://inside.artcenter.edu/pub/course/view.php?id=6>

The J. Yang & Family Foundation Award application contains the following items:

- EXECUTIVE SUMMARY: Please summarize your project using 100 words or less.
- PROJECT PROPOSAL: The proposal is limited to 1,500 words, single-spaced, 12pt font. Applicants are encouraged to include relevant support materials with the application — e.g. web links within the text body of the proposal and up to five images as a separate addendum attachment to the application.

- BUDGET TOTAL & BUDGET WORKSHEET: Carefully detail all anticipated expenses. List expenses by category (Materials, Outside Service/Labor, Travel, Fees, Rentals, Other, Equipment) and total each category. Acceptable expenses include those incurred in research (fees, documentation, copies, etc.), conference and workshop fees, travel expenses, rentals of equipment or spaces and professional services, and material costs. Equipment costs are limited to 30% of the amount of the request unless detailed justification is provided.  
*Important — The applicant's time cannot be compensated using award funds.*
- PERSONAL INFORMATION: Please complete all sections. Please save your completed application using your ArtCenter Faculty ID number as the new file name. Email your completed application, as a PDF to: [sam.holtzman@artcenter.edu](mailto:sam.holtzman@artcenter.edu).
- GRANT-WRITING RESOURCES: Successful grants are clear, concise and impact-focused. It can be beneficial to seek external review prior to submission. Ask colleagues to read the application who have experience with grants and award processes – the Faculty Council inside page contains a list of previous FPG award winners (different grant, but similar requirements and process) that might be good to contact.

### **Who determines who gets a grant?**

A jury composed of five members of Faculty Council (faculty council members are ineligible to apply) representing 5 different departments will review the proposals. Names, departments, and Full or Part-Time status will be omitted as well as any specific identifying remarks within the application. The jury is facilitated by the Director of Faculty Development, who does not vote on the applications.

### **Scoring criteria**

The award is intended to support endeavors that might not be possible without this award. Applications will be scored using the attached rubric. Decisions are based solely on the merits of each proposal. Please see the rubric at the end of this FAQ for specific criteria and expectations for degrees of quality.

### **When are Applications Due?**

The completed digital grant application forms must be emailed as a PDF by midnight, 3/6/20, Friday of Week 7, Spring 2020, to [sam.holtzman@artcenter.edu](mailto:sam.holtzman@artcenter.edu). Use your ArtCenter Faculty ID number as the file name.

### **When are the grants awarded?**

The recipient of the J. Yang & Family Foundation Faculty Grant will be notified by 3/27/20, Friday of Week 10, Spring 2020. Funding will be allocated in full by or before 5/30/20, and can be used to support work locally, off-site, or to travel on-site.

## Reporting requirements

A Faculty member who receives the J. Yang & Family Foundation Award must:

- Provide full documentation of the use of funds to the Office of Faculty Development, including original receipts.
- Submit a final report including documentation of the project and a written 1-page description to the Office of Faculty Development, to be shared with the College Archivist, ArtCenter Faculty Council, Development/Strategic Partnerships, and Marketing and Communications Department.
- Be prepared to share their work with the ArtCenter faculty community

*\* Part-time Faculty Members who have not taught 4 terms in the past-two years must include a 'statement of intent' from their department – indicating a continuation of teaching or expectation of course load/assignments for the 2020-21 academic year.*

<b>J. Yang &amp; Family Foundation Faculty Grant – Rubric</b>			
<b>Criteria and Score Range</b>	<b>1 - Ineffective</b>	<b>3 - Effective</b>	<b>5 Highly Effective</b>
<p><b>Clarity</b></p> <p>Do you clearly understand what the project is about, what the applicant is proposing to do?</p>	Main goals are unclear.	Main goals are clearly defined in most areas, but vague in others.	Main goals (desired outcomes/ intended outputs) are articulated in a concise way.
<p><b>Budget</b></p> <p>How well do the proposal and the budget mirror each other?</p>	The budget request cannot be clearly matched with the proposal.	The budget requests are mostly in alignment with the proposal but the applicant did not justify some budget items.	The budget requests are justified by the proposal. Applicant provides good arguments to support ALL budget items.
<p><b>Feasibility</b></p> <p>Is the proposal feasible? Will the applicant be able to complete the project?</p>	Realistically, applicant will not be able to accomplish what they want to do.	The applicant should be able to accomplish what they want to do, but there may be an area causing some uncertainty.	The applicant can definitely accomplish what they want to do within the timeline and financial limits of the grant.
<p><b>Relativity</b></p> <p>Do the main goals of the proposal seem relative to Taiwan and/or Art, Design, and Culture?</p>	Proposal's main goals are not clearly or directly related to the Art, Design, and Culture of Taiwan	Proposal's main goals are clearly and directly related to aspects of the Art, Design, and Culture of Taiwan	Proposal's main goals are clearly and directly related to aspects of the Art, Design, and Culture of Taiwan and have potential to inform future Courses, Coursework, or Study Away opportunities in Taiwan
<p><b>Benefits</b></p> <p>Are the benefits of the applicant's proposal worth the award of the grant funds?</p>	Benefits of project may not be adequate, or proposal is possible to achieve without a grant.	Some of the benefits have merit, but some intended outcomes are irrelevant, or may be achievable without the grant	The benefits of proposal are rigorous, feasible, meaningful and worthy of the grant funds.
<b>Proposal Score:</b>			

*Acknowledgement is due to the ArtCenter Faculty Council for use of the Faculty Project Grant Materials and Guidelines*