

ARTS SCHOLARS ARTIST MINIGRANTS INSTRUCTIONS

You will be submitting **THREE** documents combined into a **SINGLE** pdf named like "*lastnamefirstname_amg_s2024_proposal.pdf*." It should be attached to your submission email (not links to download from Google Drive, UVA Box, etc.) If for some reason you need to include media examples as part of your narrative, embed links to access the media on SoundCloud, YouTube or other with descriptions. Your single PDF will be forwarded to our committee for review and should not require them to have download anything else. Items sent in any other way will be returned. If your document is not received properly before the 5PM deadline it will not be considered. Please email documents to Michael Rasbury.

APPLICATION MATERIALS

The three combined documents include:

1. Completed application form
2. Proposal Overview/Narrative and Budget
3. Resume

MINIGRANTS CRITERIA

- There are 10-15, \$500.00 Artist Minigrants available each semester. Minigrants will be funded in full to student information system (SIS) accounts. Funded proposals will be announced within two weeks of these deadlines and funds will be deposited within a reasonable processing time after that.
- Formal written proposals meeting universal standards for grant writing will be required to apply for this support.
- In your proposal, provide a title for the proposal, describe the nature of the research/need for support, objectives, how the work will be conducted, timeline, and provide a detailed budget.
- The proposal may include images and media links and should not exceed 3 pages, single-spaced, 12-point typeface. These reports will be posted on our Miller Arts Scholars website.
- Any funding requests for housing or food should be based on current allowed per diem limits listed yearly by the General Services Administration (<https://www.gsa.gov>).

OUTCOME REPORTS

- A separate outcome statement (should project be funded) reporting Minigrant *results* and *expenditures* is due within 60 days of receiving funding. The report may include images and media links and should not exceed 3 pages, single-spaced, 12-point typeface. These reports will be posted on our Miller Arts Scholars website. *The document should be a pdf and named like "lastnamefirstname_amg_s2024_outcome.pdf."*

ARTIST MINIGRANTS DO NOT SUPPORT

- Reimbursement of expenses incurred prior to an applicant's submission of a request.
- Direct payment for services to other University of Virginia students, faculty, or staff. (Students may apply for grant support toward fees for accompanists and individual music lessons in UVA courses listed under MUPF.)
- The purchase of books already accessible in the university library system (unless a strong case is proposed.)
- Requests connected to projects already supported by outside funding.
- Proposals from scholars during their final semester of study.