

Artistic Excellence Programming Grants Application FAQ

Contact: Dr. Katherine D. Harris, Director of Public Programming (katherine.harris@sjsu.edu)
Open Office Hours: [schedule appt](#)
Informational Sessions: See [application materials](#)

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PROPOSAL CONTENTS

Whom do I contact with questions?

- For questions about the proposals, topics, brainstorming, event planning, themes, contact make an appointment with Dr. Katherine Harris through [open office hours](#)
- For technical questions about submissions, contact Elizabeth Quintana in the Dean's office (elizabeth.quintanta@sjsu.edu)

Where can I find the description and instructions for the current grant cycle?

- [AEPG Applications](#) on H&A in Action

When is this grant proposal due?

- Thurs, Feb 22, 2024 by 5pm PST (*no extensions*)

What is “artistic excellence”?

- See [AEPG Applications](#) on H&A in Action

What types of programming projects are acceptable?

- See [AEPG Applications](#) on H&A in Action

What goes into the proposal?

- The primary elements of the proposal are a project description (500 words), detailed budget, collaborators, audience estimates, event venue, timeline, educational impact, support required (staff)
- See [AEPG Applications](#) on H&A in Action for a link to the current grant cycle submission form with all of the questions
- Please do not rely upon department/programming staff to plan your event unless you have 1) cleared it with them, **and** 2) budgeted for their time in the proposal

What are the dates for the events and event planning?

- Events need to occur and funding spent during the 2024-2025 academic year (start of the Fall 2024 semester and by May 30, 2025)

How many of the proposals were funded in the past?

- For AY 2019-2020 funding requests ranged from \$1300 to \$16,000 (a large collaborative project that included several departments and 100s of students)
- AY 2020-2021: 47 proposals submitted; 24 funded from AEPG funds (\$149,347)
- AY 2021-2022: 26 proposals submitted; 24 funded from AEPG funds (\$150,000) - *note, an unusual year during the COVID-19 pandemic with lower proposal submissions*
- AY 2022-2023: 22 proposals submitted; 20 funded from AEPG funds (\$148,436) - *note, an unusual year during the COVID-19 pandemic with lower proposal submissions*
- AY 2023-2024: 32 proposals submitted; 22 funded from AEPG funds (\$150,000)

How can I find out what others are doing for the themes in order to potentially collaborate with them or find other faculty to collaborate with outside my department?

- Attend the informational sessions (see [AEPG Informational Sessions](#) for Zoom registration)
- Schedule an appointment with Dr. Katherine D. Harris through [open office hours](#)

What about the themes for that extra point?

- To qualify for the theme, an AEPG application ***must*** specifically and convincingly engage with and address one, or both, of the two College themes within the application narrative in order to receive the additional point in the committee evaluation. While the themes are meant to be capacious, they are also meant to focus a series of events around "the most important questions of our time."
- To make a strong argument that your event or performance aligns with the College themes, be sure to review the language describing the theme and illustrate how that description is central to the goals of your proposed event. ***The committee will closely evaluate this justification.***

Are there other centers, institutes, or student groups on campus who might be interested in collaborating or partnering an event?

- Check out the list of [recognized student organizations](#) at SJSU
- Check out the list of [Cultural and Social Justice Centers](#) at SJSU

What do you mean by articulating “impacts” in the proposal?

- Beyond the event that you will propose for this project, similar to our Student Learning Goals, what impact will your event have on the audience, participants, theme? Specifically, how will the event broaden/critique/expand knowledge of a particular topic?
- This moves beyond attendance numbers. What will your proposal value? How will students be engaged actively with these values? How will you articulate that impact?

Do I have to include students in this project directly or can the influence be inference?

- Student engagement *must* be included in the event in a substantial way.
- Student engagement includes: performing, creating, producing, managing, all types of experiential or high impact learning
- For curricular engagement, define how students will be engaged.
- See [Teaching Resources](#) and [Supplemental Planning for Online Events](#)

What goes into a budget?

- Examples: Honoraria (only for non-SJSU faculty), travel for speakers, materials, facilities fee, video recording of events
- Awards for students/faculty/staff in the form of scholarship, gift cards, honoraria, etc. are NOT allowed with ANY type of funding
- Be realistic about the funding proportions. For example, if your proposal requests \$2000 for videography to archive the event, the Review Committee will most likely not fund that portion of your budget.
- Catering budgets for food or plants/flowers will be cut from your budget proposal if you receive an award.
- **NEW (10/30/23)**: Any honorarium that exceeds \$1499.99 will need to include funds for purchasing insurance on behalf of the guest (or request the guest to purchase insurance). To avoid this, create a separate line item for any travel or lodging expenses, i.e., don't include travel in the honorarium.

SUBMISSION FAQ

Where can I find the submission for application?

- See [AEPG Materials](#) on H&A in Action

Help! The Google Form won't accept my submission

- The Google Form will accept submissions only from your sjsu.edu email accounts

Help! Can I save the Google Form?

- Once you begin the Google form process, you must click “submit” at the bottom of the page in order to submit.
- If you close the page prior to completing the form, you will lose all input information
- We recommend drafting your responses in Word, Google Doc or some other word-processing platform and then cutting/pasting into the Google Form when you are ready to submit.
- Submit only one proposal in the Google Form at a time. Do not have two browser windows open with the Google Form. The form will register only one submission at a time.
- Be sure that you receive the confirmation screen after you have clicked “submit.”

In what form should I submit this application?

- Fill in the fields directly on the Google form provided (no attachments or links to other Google Docs, please)

PLANNING YOUR LOCATION

What are some examples of advertising?

- Social media is a terrific way to begin an ad campaign. H&A Marketing can help figure out how to spend your publicity budget for social media in an effective way.
- Establishing a Twitter/X account, Wordpress site (or other blog); using Instagram -- all will create buzz around your event. A well-organized and long-term social media campaign (scheduling Tweets months out on Tweetdeck was instrumental for the Frankenstein Bicentennial, e.g.)
- Inviting local newspapers and bloggers to the event may also yield articles about your project that are instrumental to creating a link between the public and the Arts and Humanities at SJSU.
- The various alum magazines and social media outlets have also been valuable to advertise to
- Check all of these sources in the Event Planning guide:
 - [Marketing](#)
 - [Posting Fliers On/Off Campus - Locations](#)
 - [Calendars for Event](#)
 - [Social Media](#)
 - [Contacts @ SJSU for Advertising an Event](#)

How can I find information on event spaces at SJSU?

- See [Event Space @ SJSU](#) in the Planning an Event @ SJSU guide
- Some of these spaces are FREE but the Hammer Theatre is *the best* location
- Note: The Hammer Theatre offers professional quality streaming of live events and has approved COVID-19 protocols in place - see the next query for help.

Can I reserve a theater at the Hammer?

- Yes! But, you'll need to begin working on that ASAP: contact the Hammer about dates and rates. Hammer staff strive to inform requesters as to whether programs can be at the Hammer within 3 weeks of request OR Fill out the Rental Inquiry on the [Hammer rental webpage](#) to initiate a quote
- See all of the [options](#) at the Hammer for space
- The Hammer main auditorium has 532 seats and is prioritized for high-quality, diversified programming that will bring sufficient audience for the large space.
- Hammer4 is also a smaller viable blackbox theater with a max 154 seats.
- The Hammer also offers professional streaming using Vimeo (which means a tech will be handling the live streaming and chat features). Please contact the Hammer about this ideally by the first week of December to ensure that the Hammer has the space available for your project (which can be cancelled if your project is not funded)
- If your event is not approved for the Hammer Theatre, please indicate an alternative space.

Does my event qualify for the Hammer's academic programming reduced rate?

- The Hammer offers an academic programming reduced rate and an SJSU self-supported event rate. To qualify for the academic programming rate, the event *must* meet 4 criteria (see [here](#) for the differences).
- The final determination of applicable rate for an event is made by the Hammer's managing director, sometimes in consultation with the Dean.
- If someone believes the Hammer haven't assigned the correct rate to their event, please email the Hammer for help.

WHAT'S IN THE BUDGET?

What about Food at my event?

- Proposals with funding for food will usually have that portion of the budget removed.
- AEPG funding may not be used to pay for meals with guest artists or students.

Can my project pay an honorarium to SJSU faculty?

- No

Can my project offer an honorarium to non-SJSU faculty?

- Yes

Can my project use funds for travel?

- Yes.
- If you need to obtain a visa, email Katherine Harris about who to speak with at SJSU on how best to proceed (katherine.harris@sjsu.edu)

- Visa fees may not be paid with AEPG or any CSU funding, according to the Chancellor's Office. See the [Budget FAQ created by the Dean's Office](#)
- In limited cases, this could include SJSU student or faculty travel

Can I use funds to pay a student assistant event planner?

- Yes, and you're encouraged to collaborate with a student on this endeavor
- Student assistants are eligible for hourly rate \$16.20-\$19.50/hr. A rate at the higher end of the pay scale will need to be justified in your proposal, e.g., the student assistant/event planner has a high level of intellectual knowledge about the subject area and will collaborate on the proposal
- **Student assistants budget should not exceed 25% of your entire budget, and would need to be very well justified to reach that level.** Remember that we want to support you through a student event planner, but the goal of this money is to support as many students as possible through the events.

Can the budget include funding for student awards?

- No, not even with gift cards

How do I put together a student poster session & how much will it cost?

- See [Student Posters for Poster Session](#) in the [event planning guide](#)

How do I purchase things for my project/events? Can I do it on my credit card and get reimbursed?

- Do not make personal credit card purchases
- Make purchases through your department/program office only
- See [Budget FAQ created by the Dean's Office](#)

How much money can I request:

- Applicants may request up to \$7,500 per project and may apply for more than one grant for different projects. But, please note that these awards are very competitive; you are not likely to be awarded funds for more than two projects, especially given that we are striving to provide awards to all departments and schools in our College.
- In exceptional circumstances, an applicant could ask for a higher total amount if it involved *significant collaboration* with other colleagues or other units or a particularly unique or high-quality event. Collaboration in this instance refers to the definition provided on the AEPG page (and cannot simply be collaboration within your school or department).
- The budget, scope of the events, and the significance for our students will be evaluated in the case of a higher dollar amount.

Is my project required to have matching funds?

- No, but it will help if you have planned to request matching or some funds from other SJSU entities. That will also help with the collaborative feature of the proposal

EVALUATING THE PROPOSALS

How will proposals be judged?

- Proposals will be evaluated based on an 11-point scale:
 - Evidence of program quality and projected impacts, including number of and variety of students impacted (6 points)
 - Student focused (involving students in the planning and implementation as well as student presence at the event) (2 points)
 - Collaborative elements (2 points)
 - Effective Integration with College of H & A programming themes (1 point)

Who is on the review committee?

- See Evaluation on the [AEPG application](#) materials

When will the committee inform faculty of the awards/rejections?

- The committee will announce awards during the first week of **APRIL** in order to allow faculty to integrate this programming into their curriculum and encourage students and faculty all across campus to integrate into individual courses.

My proposal wasn't funded. Now what?

- If your project was put on the waitlist, the Dean will notify you if funding becomes available.
- If there is leftover funding, the Dean will send out a second call for proposals in Spring. But, this funding has become very competitive and unlikely to result in any excess.
- If your project was not funded, please make an appointment with Dr. Harris to discuss feedback on your proposal.

COORDINATORS' MEETINGS & REPORTING

If my proposal is funded, what do I need to do next?

- See the [Quick Tips to Get Started](#)
- Attend the opening meeting with Dr. Katherine Harris and other awardees during Spring

Why do we need to meet with Dr. Harris in the Spring after my project has been approved for funding?

- To foster a helpful community:
 - The meeting will allow all project managers to discuss event logistics, possibly share in costs, and potentially create cross-over between event audiences. Project managers will also be able to share successes and challenges to help one another.
 - work on curricular connections within each grant project specifically working with

- manage collaborative integrated programming with a potential curricular component (e.g., what else do projects need to be successful and to create a culture of this type of programming)
- help to create higher amounts of engagement with students
- You will be automatically added to the AEPG Coordinators Google Group

When will this meeting be scheduled?

- Dr. Harris will contact all of the awarded projects to schedule the meeting during Spring.