EIU DEPARTMENT OF ART

FALL GRANT APPLICATION GUIDELINES Fall 2016

The Fall Grants are monetary awards based on a project proposal, which are given to encourage creative and academic development, and address professional activities during the 2016-2017 academic year.

The application must include a project proposal, a budget/faculty endorsement, and examples of your work. The proposal could be for a particular studio project, research, service activities to the university (poster design), etc. The itemized budget of expenses should include all materials to complete the project. The amount of the grant will be based on itemized budget of expenses.

Review Criteria

In reviewing applicants, the Student Affairs Committee considers the following:

- Quality of applicant's creative artwork or art history research as demonstrated by the portfolio presented, see portfolio requirements below.
- Potential of project to be completed as stated in proposal.
- Expense accounting in budget.
- Faculty Endorsement.
- Academic standing, full-time, minimum cumulative GPA of 2.75 and Art GPA of 3.0.

Eligibility

To be eligible for a Fall Grant, applicants must be a declared Art Major, enrolled full-time **(12+ semester hours)**, meet GPA minimums (**current cumulative GPA of 2.75 and Art GPA of 3.0**), Freshman, sophomore, junior, and senior students are eligible to receive an award.

Grant Amounts

Fall Grant amounts vary depending on itemized budget for proposal, total amount of funds available, and number of qualified applicants. The Student Affairs Committee will review proposals and determine the amount of the awards. Your application will be reviewed based on criteria stated above by the Art Department Student Affairs Committee comprised of a member of the art faculty representing each area in the department: Graphic Design, Art History, Studio 2-D, Studio 3-D, Art Education, and Foundations. The decision of the Student Affairs Committee is final.

Application Deadline Date

For the academic year Fall 2016/Spring 2017, **the Fall Grant application deadline is 5:00 pm on Friday, September 23, 2016.**

How to apply

Place three items below in one folder labeled **Last Name, First Name** and submit via a USB flash drive to the Art Office front desk.

Include all items below in one folder labeled Last Name, First Name
**Submission Checklist:**

☐   1. Portfolio in pdf format, saved as Last Name, portfolio.pdf

☐   2. Application in pdf format, saved as Last Name, application.pdf

☐   3. Budget in pdf format, saved as Last Name, budget.pdf

1. **Digital Portfolio:**
   - You may either submit original artwork, or academic research. Whether including artwork or a paper, submit as a single pdf file.
   - **Please label the file LAST NAME, portfolio.pdf**, or **LAST NAME, writing.pdf**
   - Content - Submit original artwork or art history research paper(s) only.
   - How to format your portfolio:
     - Size images 900 pixels on the longest side, using rgb color mode
     - Save each image as a jpeg, maximum quality.
     - Format images in a slide show utility using PowerPoint or Keynote
     - Each image needs to be labeled with your name, title, media, and dimensions.
     - Then under File > Reduce File Size > Best for viewing on screen 150 ppi.
     - Lastly, save as a pdf.
   - All animation or video needs to be formatted as a QuickTime Movie, 480p. To do this, open .mov file in QuickTime, File>Export>480p.
   - All academic work should be saved as a pdf file.
   - Please preview your pdf to make sure it can be opened and your artwork or academic document(s) viewed.
   - If the Student Affairs Committee cannot open the file, the file will not be reviewed and you will not be considered for the Fall Grants.
   - Include no more than ten pieces or artwork in your pdf. In addition to the 10, you may include two details, for a total of no more than 12 images.
   - **File size for your portfolio cannot exceed 5mb**
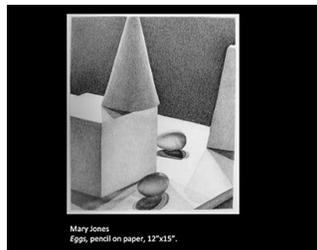
Sample image, 2d

Sample image, 3d

A completed **Fall Grant Application Form**
- Save the form to your desktop, then open in Adobe Acrobat to fill out the form.
- Write your project proposal clearly and concisely, utilizing good grammar. This statement should address your ideas, process, and what you intend to accomplish with the money from the grant. This is not a statement of need.
- To find you Art GPA: sign onto PAWS > Student >Student Records > Degree Audit. Open your audit. Then scroll down to the bottom where it has total GPA, and above that your Art GPA should be listed.
- The form should be filled out and signed in Adobe Acrobat. The application forms are available at the Art Department website: http://www.eiu.edu/artdept/applications_and_forms.php

3. A completed **Budget / Faculty Endorsement Form**
   - Save the form to your desktop, then open in Adobe Acrobat to fill out the form.
   - Complete the budget for your proposal.
   - Application needs to be reviewed and endorsed by an Art Faculty member.
   - Once faculty member endorses proposal, you may indicate so by initialing the on-line form.
   - The form should be filled out and signed in Adobe Acrobat. The application forms are available at the Art Department website: http://www.eiu.edu/artdept/applications_and_forms.php

Final Reports
At the end of the grant period, a Final Report and visual documentation of work completed will be required. If you receive a Fall Grant the instructions on final reporting will be sent to you during Spring 2017 semester. Grant recipients who fail to submit the required Final Report will not be eligible for subsequent funding.

The Student Affairs Committee will not review incomplete applications, or applications not conforming to the above requirements.
All application materials will be retained by the Art Department.