

CALL FOR GRANTS FUNDING PROPOSALS & GUIDELINES

DEADLINE: FRIDAY APRIL 7, 2017

The CSUEA welcomes proposals to fund opportunities for students and faculty to remain connected with current entertainment industry practices. All CSU media and/or entertainment related departments are encouraged to apply. The CSUEA [grants page](#) lists highlights of past funded projects and an example of a successful proposal. **FUNDING IS FOR PROJECTS TAKING PLACE IN FALL 2017 ONLY.**

Faculty Development: CSU faculty can apply for funding **up to \$1,000** to register for and attend networking events, conferences, digital skills seminars and professional workshops. The intention is to increase visibility of CSU faculty within the industry, foster critical networking opportunities leading to invitations of industry professionals to campus, and for faculty to actively engage in cutting-edge industry practices. Funding is restricted to **NON-ACADEMIC**, industry-focused events.

Entertainment Professionals on Campus: Proposals up to \$5,000 will be considered to invite accomplished and prominent industry guests to spend quality time with CSU students and faculty. Formats can include guest lectures, seminars, panels, workshops, master classes, conferences or industry related events.

Student-Industry Engagement: Individual students or student groups/clubs can apply for funding not to exceed \$500 per student to cover registration and/or travel to industry events. The intention is for students to directly engage with industry professionals, stay informed about current trends and network for career opportunities. The application must be made with the approval of a faculty advisor who will serve as the lead contact for the grant. Funds for student groups will be transferred to the faculty advisor's department.

THE CSUEA IS PROUD TO SUPPORT YOUR EFFORTS.

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AND COMPLETELY
TO AVOID DISQUALIFYING YOUR APPLICATION.**

PROCESS:

1. File naming protocol: campus_department_last name. Example: CSUF_Music_Jones
2. E-mail the [CSUEA Proposal Form](#) labeled as above to CSUEAgrants@calstate.edu to request funds for **FALL 2017** by or before 5 pm (PST) on Friday, April 7, 2017.
3. The CSUEA will contact applicants with a decision no later than Monday, May 1, 2017.
4. Funds will be transferred to your department or college by Friday, September 1, 2017. Any unused funds must be transferred back to CSUEA by June 30, 2018.
5. Funded projects will be listed on the CSUEA website [grants page](#).

GUIDELINES:

1. Applicants will need to provide contact info for department or college's budget coordinator and an account number for funds transfer.
2. CSUEA requires a detailed report, including invoices and receipts to be submitted no later than 90 days after the event has occurred. **Failure to submit a report with proof that the funds were spent appropriately will automatically block any future funding.**
3. If there are scheduling challenges, unused funds may only be rolled over to the subsequent semester. Example: funds from Fall 2017 can be used in Spring 2018. CSUEA must be notified via email of any rollover funds to avoid being blocked from future funding.
4. If your event spans multiple semesters, you must apply separately for each semester's funding. Example: an annual lecture series for Fall 2017 and Spring 2018 would require two applications.

NOTES & RESTRICTIONS

FUNDING:

- Particular consideration is given to support CSU campuses not in or near major metropolitan cities.
- Funding cannot be guaranteed for multiple years.

HOSPITALITY:

- There is a \$50 per diem limit on dinner, and a \$25 per diem limit on lunch, as per [CSU and home campus guidelines](#).
- Funds cannot be used to purchase alcohol or durable goods (e.g. equipment).
- Funding does not cover excessive hospitality expenses such as receptions. It is intended to mainly cover speaking fees and honoraria for industry professionals.

HIRING:

- Students hired to assist with event coordination must be paid according to CSU and home campus regulations, and their duties need to be itemized and specified in the proposal.
- Funds may not be used for hiring faculty or staff.

TRAVEL:

- Airfare is limited to economy class, as per [CSU guidelines](#).
- Travel expenses to campus are for the main speaker only, not assistants, spouses or entourage members.
- Honoraria Policy: Speaker fee cap is \$400. Workshop fee cap: \$750/day.