**DEADLINE REMINDER – NOVEMBER 1, 2019**

**CULTURAL PROGRAMMING GRANT REQUEST FOR PROPOSALS**

The Cultural Programming Grant Committee requests proposals to fund cultural events and programs at Rutgers University - Newark for Spring 2020. Proposals can come from Rutgers University - Newark faculty and/or staff. Since the events are funded by student fees, all events *must* appeal to a student audience. Events/programs should be directed to a broad demographic. Events/programs may be co-sponsored by other established cultural organizations. All proposals must adhere to the proposal submission instructions and format.

**BACKGROUND**

Since 1993, RU-N students have paid a fee to generate funds to support cultural programming. These funds are disbursed through Cultural Programming Grants. The review committee includes Rutgers University – Newark faculty and staff who are working with students and in the arts and culture. Funds have been used to assist a range of events, including free jazz concerts, dance events, gallery exhibitions, theatrical productions, and have subsidized tickets to off-campus cultural events. The committee will fund lectures, guest speakers, or conferences of interest to students.

Funds are limited, so awards are typically no more than $2000. Depending on the number of requests, it may be necessary for the Committee to provide only partial funding for some events. The Committee therefore favors proposals that identify sources of funding to supplement what the Committee can provide. The Committee also encourages integrating these events into courses so there is a clear educational connection.

**ADDITIONAL NOTES**:

In keeping with Rutgers policy, alcohol cannot be served at events open to all students; student funds cannot be used to pay for receptions that serve alcohol.

If your event/program involves using the Bradley Hall Theatre, be sure to include confirmation from Dan Drew, the Head of Technical Theatre and Design in the Department of Arts, Culture, and Media, that the event/program can be scheduled. The confirmation must include the costs involved. These costs should also be included in the budget submitted to the Cultural Programming Committee. Dan Drew is at [ddrew@rutgers.edu](mailto:ddrew@rutgers.edu) or at 973-353-1436.

If your event/program involves the Paul Robeson Galleries be sure to include confirmation from Anonda Bell, Director and Chief Curator of the PRG that the event/program can be scheduled. The confirmation must include the costs involved. These costs should also be included in the budget submitted to the Cultural Programming Committee. Anonda Bell is at [anonda@newark.rutgers.edu](mailto:anonda@newark.rutgers.edu) or at 973-353-0725.

**PROPOSAL SUBMISSION INSTRUCTIONS AND FORMAT**

The proposal narrative (Items I – IV below) should be a PDF and should not exceed two pages. The budget (Item V below) should be an Excel file. All documents should be in 12 point type.

Proposals should be submitted through email to:

**Crystal M. Grant at** [**cmgrant@newark.rutgers.edu**](mailto:cmgrant@newark.rutgers.edu) **.**

**and copy Alim Jackson at** [**alim.jackson@rutgers.edu**](mailto:alim.jackson@rutgers.edu)

**Deadline for submission is November 1, 2019**

1. **Description of Event/Program** 
   1. name email address and university phone number of faculty/staff members and department proposing the event/program;
   2. the name of the event/program
   3. a description of the event/program;
   4. artist(s)/presenter(s) associated with event/program;
   5. a link to the artist(s)/presenter(s) CV and/or website [an abbreviated artist/presenter CV not to exceed 2 pages may also be alternatively attached to the proposal].
2. **Value to RU-N Students/Community**

Identify the specific audience for this event/program; briefly describe why it would be beneficial/of interest and the goals in presenting this event/program to the RU-N/Newark community. Since the grants are funded by student fees, all proposed events/programs *must* appeal to a student audience.

1. **Timing/Publicity**

List the proposed/confirmed timing of the event/program and plan for publicity. Include the name, email address and university phone number of the faculty/staff member responsible for publicity.

1. **Assessment**

Include a brief description of the means by which you will assess whether your goals for the event were met. These means must include:

* A commitment to registering attendees for the event (e.g. using Eventbrite).
* A commitment to soliciting evaluations from all attendees (through a brief survey).
* The submission of this information to the review committee within two weeks after the event’s conclusion.

1. **Budget**

In spreadsheet format include itemized budget for total cost of expenditures, such as

* Promotional materials, including photocopies, printing, postage, etc. (indicate what type);
* Fees or honoraria for speakers or performers;
* Reception costs;
* Travel and hotel, if applicable;
* Rental/fees (space, equipment, staff);

Include a total cost of all expenditures. Indicate which costs the grant funds will cover. Include the university account number to which funds should be transferred if the proposal is funded and the name, email address and university phone number of the manager for the account.