

Russell Foundation Grant Application

The Department of Visual Arts received a grant from the Russell Foundation to be used in support of approved student projects. Grants will be awarded to both graduate and undergraduate students in the areas of studio, art history, art criticism, art theory, and/or art practice. The purpose of the grant is to further the applicant's study or practice of art (not to be used towards the payment of campus fees or tuition). Graduate students may receive a maximum award of \$3,000 and undergraduate students may receive a maximum of \$1500. Distribution of the award will be determined by the Russell Foundation grant committee each year and judged on the basis of promise, feasibility, and quality of the proposals. Funds for the accepted projects will be placed on deposit with the University of California, San Diego, and will be administered on a reimbursement basis through the Financial Coordinator of the Department of Visual Arts. Funding for undergraduate awards must be expended by June 30, 2020. Funding for graduate awards must be expended by September 27, 2020. NO EXCEPTIONS.

Eligibility:

Visual Arts students are eligible for one Russell Grant during their student careers. Undergraduates must be advanced standing, have completed 90 quarter units, and must maintain an academic grade point average of at least 3.0 in the Visual Arts major. All graduate students are eligible. In the case of projects which last longer than one quarter, all students must maintain 3.0 cumulative grade point average throughout the duration of the project in order to continue to receive funding. Students must be enrolled full time during the entire period of the award, and funds awarded must be entirely expended before graduation.

Application Requirements:

All applications must be typed, have documentation and supplemental materials attached, and be submitted by the application deadline. Incomplete or late applications will not be considered. The following items are required for submission:

1. **Proposal:** Each applicant will submit a detailed 1-3 page proposal defining their project carefully. The proposal should state the goals/objective for the project and the means to realize them, show feasibility of the project, and clearly explain how the funding would be used in completion of this project. Students with projects that include travel will need to also explain how travel to a particular destination is necessary to access specific resources which cannot be obtained without travel.
2. **Supplemental Materials:** Supportive materials (such as slides, sketches, scripts, etc.) must be included to support each application.
3. **Budget:** Grant funds might be used to support a wide variety of specific project needs including supplies, expendable equipment, equipment rentals, Xeroxing, printing/graphics, short or long distance travel, film, lab supplies, dark room time, etc. An itemized budget will be required to outline exactly how the funding would be spent, if awarded. If department or Media Center has technical equipment (ex. TV monitor, camera, accessories) and its face value is more than \$500, the item should not be included in the budget. Students can check-out the items(s) from the department and/or Media Center. If purchase is deemed necessary, equipment exceeding \$500 will be returned to the department at the end of the project.
4. **Faculty Letter of Support:** UNDERGRADUATES ONLY will need to provide a letter from a faculty member indicating their support of the proposed project.

Deadline and Award Information:

Applications will be DUE to the Visual Arts Department Main Office (MANDE 216) no later than **Wednesday, December 4, 2019 by NOON, 12:00PM**. Awards will be determined early in Winter quarter and students will be notified by Wednesday, January 22, 2020.

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Name of Applicant _____ Date _____

Graduate Student Undergraduate Student

Address _____

Telephone Number _____

Email Address _____

Title of Project _____

Project Area (Art History/Criticism/Theory, Media, Studio, Computing) _____

Project Date for Completion _____

List all current or previous funding for this project (US Grant, Travel Grant, Class Project Grant, Grad Research Grant, etc.) including amount, if any:

If this is a group project, list the other members of the group:

To be submitted to the Visual Arts Department by Wednesday, Dec. 4, 2019:

- Completed Application Form
- Proposal
- Supplemental Materials
- Budget (**funds must be expended by June 30, 2020**)
- Faculty Letter of Support (UNDERGRADUATES ONLY)

For Russell Foundation use only:

Eligibility Certified: _____ Funds granted to be spent by: _____

Total Units Completed: _____ GPA at present: _____