

CAROLINA PERFORMING ARTS

Creative Futures Undergraduate Public-Serving Arts (PSA) Grant

The Andrew W. Mellon Foundation [Creative Futures initiative](#) at Carolina Performing Arts will establish a competitive grant program for student public service arts projects. The proposed projects must involve community service, include art in some capacity, and be facilitated with a community partner.

Projects must take place in the surrounding Triangle area (Wake, Durham, Orange counties). Students will have five months from the time of the grant award to complete their project, deliver a final report on the progress and outcomes, provide documentation in a form appropriate to the project, and participate in a public presentation of their experience. This program is intended to embody the community-dedicated, collaborative nature of Creative Futures at CPA.

Process

Applications must be submitted via email (creativefutures@live.unc.edu) by February 26, 2020. Students will submit an application that includes all of the information requested (see Application section below). Applications will be reviewed by Creative Futures staff. Finalists will be interviewed by Creative Futures staff before award decisions are made.

Students will be notified no later than March 22, 2021. Grantees will be sent an award letter that confirms the amount they will receive. Students must return that award letter signed within two weeks from the date it is sent. Additional information may be requested from the grantee.

A summary description of the project is required by all grantees for promotion by Carolina Performing Arts. This should be sent after the award letter has been signed.

Application

To apply for the grant, students should submit a PDF document that includes the following:

Applicant Information

List your name, year, major, and pertinent campus and community involvement. Tell us why this project is important to you.

Recommendation

Include a recommendation letter/letter of support from a UNC faculty or staff member, community member, or mentor that can speak to your values and your ability to complete the project. This letter can be sent directly to creativefutures@live.unc.edu if it is easier for your recommender.

Community Partner Information

Tell us the name of your community partner. Provide contact information and name (if the partner is an organization). Tell us any established connection/history you might have with this partner. Let us know if

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the community partner has already agreed to support the project. If so, then provide documentation of this agreement. Forms of documentation: letter of support, email of confirmation, documentation of a phone conversation or an in-person meeting.

If you do not have a community partner identified, then provide a working list of 1-4 potential partners. Include contact information and reasons/motivations for wanting to work with those partners.

Project Information

Provide a project proposal description (what, when, how). Detail the justification for the project: why is it worth doing? Tell us who this project is impacting and how. What are your plans to evaluate/document the project? How and why do you and your community partner believe this project will benefit the community? Describe what a successful outcome for the project would look like.

Budget

Provide a draft budget for the project. A final budget will be created once an award is given.

Note: Funds for this project cannot be used for anything international or something already being funded by a large group. Funding has to be for a project created by the applicant that serves the community (simply giving the money to an organization/community is not allowed). However, funds can be used to further develop an already established initiative, or to create something new inside of an ongoing collaboration. Up to 20% of the award can be used to administer the project. This includes personal expenses related to the project. No more than half the award can be used to compensate labor on the project. This includes the grantee or any other person working on the project.

Guidelines

Communication

Each grantee will be partnered with a Creative Futures Graduate Assistant (CFGAs) and is required to have two check-ins with that CFGA per month. This can be in person, by phone, by email, or by other virtual means as agreed upon by the grantee and the CFGA.

All grantees will be required to meet monthly together as a cohort with the Creative Futures Program Director (CFPD). These meetings will be held virtually on Zoom. Attendance is mandatory.

Documentation

The grantee should have documented mentorship from their partnering organization or community artist.

Creative Futures would like documentation of project activities and participants. This will provide insight into the project process. Documentation can be done through video, audio, or photographs.

The grantee will submit a final reflection at the completion of the project. Guidelines for the reflection will be provided by the CFGA.

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Grantees will provide a report based on their outlined plan to measure the effect of their project outcomes. The report can include video, descriptive photos, statistical data, etc., depending on the project.

A budget report that outlines how the money was spent is required (receipts in paper or in digital format).

Application Checklist

1. Applicant Information
2. A recommendation letter/letter of support
3. Community Partner Information:
 - a) Name of Community Partner and contact information
 - b) Any established connection/history with this partner
 1. If a partner has *already agreed* to support the project: letter of support, email of confirmation, documentation of a phone conversation or an in-person meeting
 2. If a partner has *not yet agreed* to support the project: a working list of 3-4 potential partners
4. Project Information
 - a) Project proposal description (what, when, how)
 - b) Project justification, why is it worth doing?
 - c) Who is this project impacting and how?
 - d) Plans to evaluate/document project
 - e) Describe what a successful outcome for the project would look like
5. Budget