INTRODUCTION
Ball State University offers a variety of internal grant programs that support student projects. The University Creative Arts Committee would like to encourage students to consider applying for an ASpiRE Creative Arts Grant. Funds can be provided to assist in project costs such as travel or supplies.

ELIGIBILITY
Applicants must be enrolled for the entirety of the funding period at Ball State University, Burris Laboratory School or the Indiana Academy as one of the following:

- Graduate Student
- Undergraduate Student
- Burris High School Student - grades 11 or 12 (follow instructions/deadlines for Undergraduate Students)
- Indiana Academy High School Student - grades 11 or 12 (follow instructions/deadlines for Undergraduate Students)
- Students may not hold this award for the same project as, or within the same fiscal year as an ASpiRE Student Travel award, a Tucker Autism Research or Travel Grant, or a Hollis Award.

CREATIVE ARTS PROGRAM DESCRIPTION
The goal of the Creative Arts Program is to provide support to those projects that propose the creation and/or presentation of original works of creative art. Eligible projects are those in areas supported by the National Endowment for the Arts: Arts Education, Dance, Design, Folk & Traditional Arts, Literature, Media Arts (Film/Radio/Television), Museums, Music, Music Theatre, Opera, Presenting, Theatre, and Visual Arts.

Successful applications are most likely to be found in the following examples:

Music
- Composition
- Conducting
- Instrumental or vocal performance, live or via recording
Theater
- Original scripts and screenplays
- Original set, costume, or makeup design
- Stage or film/video performance

Dance
- Original choreography
- Stage or film/video performance

Visual Arts
- Original studio art (painting, printmaking, sculpture, ceramics, photography, etc.)
- Original designs in architecture, planning, and graphic arts
- Exhibitions, including installations, site or conceptual art, and other media

Creative Writing
- Fiction, creative nonfiction, poetry, plays, and screenplays

Projects that focus on the theory, criticism or history of the arts are more likely to be funded through the University Research Program. Applicants who are unsure if their project fits into the Creative Arts Competitions are encouraged to consult the ASpiRE Program Manager or the Director of the Sponsored Projects Administration (SPA) regarding the appropriateness of the proposed project.

TYPES OF FUNDING AVAILABLE FOR THE CREATIVE ARTS COMPETITION
There are two competition pools for this program, Graduate and Undergraduate. Proposals are capped at $700 for Graduate students and $300 for Undergraduate, Burris, and Indiana Academy Students. Funds can be used for Supplies, Equipment, Expenses and Travel (S.E.E.T.) costs associated with the project. Funding is not for the purpose of presentation/dissemination only. It is anticipated that 40 total Graduate awards will be made between the creative arts and research competitions.

Graduate awardees may not hold this award concurrently with an ASpiRE Travel award, a Tucker Autism Research or Travel Grant, or a Hollis Award.

ROLE OF THE MENTOR
All ASpiRE student projects require the support of a faculty mentor or advisor.
- Ball State students must ask a BSU faculty member to serve as a mentor and to provide assistance in preparing the project application.
- Burris and Academy students must ask a school faculty member to serve as a project advisor. A BSU faculty member may also serve in conjunction with the school faculty member.

The mentor is someone who will be involved in the project as a teacher and guide. He or she can provide assistance with defining the scope of the project, determining the best research or creative methods to achieve the desired goals of the project, and suggest or help obtain resources to complete the project. In fact, many faculty mentors welcome students into their research laboratories and programs, and are willing to provide personal day-to-day guidance in the progress of research or creative activity.
TO THE STUDENT

- Discuss the project with your mentor.
  - If your project is an extension of your mentor’s work, be sure to make a clear distinction on the unique contribution that your project proposes.
- Ask your mentor to review and proofread your proposal before you submit it.
- Ask your mentor what institutional resources are available to help complete your project.
- Request your required letter of support from your mentor during the initial project meetings with your mentor.

TO THE MENTOR

- It is imperative that you serve as an active participant in the development of the student’s project.
- Review and proofread the proposal and provide feedback prior to submission.
- Review the guidelines for the required letter of support for the student (see Proposal Attachments).
- Complete final report on behalf of the student should student be unavailable.

GENERAL REQUIREMENTS FOR PROPOSALS

Proposals are due no later than 11:59 pm on the submission deadline date listed on the website. Proposals must be submitted via InfoReady. PLEASE NOTE: Applications missing information or not adhering to the guidelines will be returned without review, no exceptions.

SUBMISSION MATERIALS INCLUDE THE FOLLOWING:

- **Project Design**
  - **Project Narrative**: Limited to two pages; double-space the text using no smaller than a size 11 font, New Times Roman or Arial, suggested type font, with at least 1 inch margins in all directions. Label the required sections as stated below and address each topic completely but concisely. Because review committees are comprised of members from a variety of disciplines, all proposals should be written in clear, non-technical language readily understood by an educated layperson. Material should be organized in such a way that a clear outcome of the project is readily discernable.

  This concise narrative should make very clear to the reviewer the nature, scope, significance, and outcome of the artistic activity that will be supported by the award. Keeping within the two page limit, please address the following topics:

  1. **Executive summary** - An overview of the project, describing the nature of and rationale for the proposed work.

  2. **Description of the project** - The background of the project, including the history of the idea for the project and definitions of any terms needed to facilitate a lay reader’s understanding of the project. This section may include a concise overview of pertinent literature, citing relevant artists or artistic elements that are being drawn upon to create this project.
3. **Goals and objectives** - A discussion of the scope of the project, focusing on the overall goals and specific objectives of the project.

4. **Significance** - A clear description of the project’s artistic value. The significance of an artistic project might lie, for instance, in its contribution to the academic body of work, or its contribution to the history, tradition, achievement or state of the art to which the project pertains. The perspective from which the artist is originating the project and the intention of the piece should also be clearly stated.

5. **Timeline & Dissemination** - This is a concise work plan for the project, providing a reasonable schedule of activity for completing the project during the grant period. (Note that the scope of the proposed project should not be larger than can reasonably be expected to be completed during the grant period.) Also include the plans for dissemination, publication, or presentation of the artistic work.

**BUDGET & BUDGET NARRATIVE**

The goal of the budget section of the proposal is to identify the type and amount of funds required to carry out the project. There should be a clear connection between the budget items and their contribution to the proposed project. All project costs need to be itemized, justified and must follow accepted university accounting policies and procedures. Funding is **not** for the purpose of presentation/dissemination only.

A blank **Budget Form** must be downloaded from the [InfoReady](#) application, and the completed version should be re-uploaded to InfoReady.

**Budget Form Category Definitions**

**Supplies, Materials, Minor Equipment**—Any supplies needed to complete the project. Supplies include: Office supplies, postage, software, laboratory supplies, books, etc.

**Travel**—Any expenses incurred during or directly related to travel: Airfare, lodging, mileage, per diem, etc.

**Other:**

- **Participant Costs**—Stipend to research subjects or project participants

  NOTE: Participant Incentives must be in line with the Controller's Office policy on awards, prizes, and stipends. For details please see the [Controller's Office policy](#).

- **Contractual**—Non BSU agreements (including software licenses) and non BSU project consultants.

**Budget Narrative** is limited to **1 page, double spaced**; serves as a text description of items denoted in the Budget Form. Do not include a table within the budget narrative. Use the budget narrative section to:

- Give a complete explanation of the amounts listed on the Budget Form.
- Explain rationale for figures in budget itemization.
- Name the source of the contribution for the "BSU-Other" column (e.g. Department, College, External Grant, personal funds, etc.)

Please keep in mind the following when preparing the Budget and Budget Narrative.
• Student Awards may **NOT** pay salaries or wages.
• Provide sufficient detail regarding how various budget items were calculated and proposed budget amounts are justified.
• All equipment, tangible materials, and books purchased on a grant are property of the University.
• ASPIRE funds not encumbered or spent by the end of the project period will revert back to the ASPIRE Program.

Mileage is based on current University rates: [BSU Travel Manual](#)

## PROPOSAL ATTACHMENTS

Please include the following required and optional materials as attachments to your proposal.

### Required:
- 1 page Curriculum Vitae for student applicant and co-applicants
- Letter of support from your faculty mentor. The letter of support should address the following issues:
  - The viability of the project.
  - How the project fits with the student’s academic progress.
  - Student’s ability to complete the project.
  - What role, if any, the student’s project plays in your own creative endeavors.

### Optional:
- Additional letter(s) of support from collaborators or other agencies. (It is recommended that a letter of support be obtained if an outside agency is involved in any capacity.)
- Glossary of Terms (1 page maximum). It is recommended that even though your proposal should be written for the educated lay person, it may be beneficial to the reviewer to refer to a glossary of terms used in the narrative or methodology.
- Citation references (1 page maximum; use the format that is standard for publishing in your field.)
- Examples of artwork, photographs, videos, music recordings, etc.

## SUBMISSION

A complete proposal submission includes:

- Proposal narrative, budget narrative, required appendices (curriculum vitae and letter of support, and optional appendices. These items should be clearly labeled (i.e., Application Cover Sheet, Budget Narrative, etc.).
- Optional Additional Support Materials.

## REVIEW CRITERIA FOR COMPETITIONS

All proposals are reviewed by the Creative Arts Committee. Reviewers assign points and an overall rating (fund, possibly fund, do not fund) to the proposals prior to the review meeting. At the review meeting, those proposals that fall into the “possibly fund” category are discussed. Those that are clearly fund or do not fund are not discussed unless there is a specific issue raised by a member of the (sub) committee. Proposals are scored out of a possible 30 points - see below for exact criteria and point weighting.
Project Description (maximum of 10 points)
Nature, scope, and design of the artistic activity
History of the idea for the project, such as a literature review citing any relevant artists or artistic elements that are being drawn upon to create this project
Plans for dissemination, publication, or presentation

Goals, Significance, and Merits (maximum of 10 points)
Outcome of proposal is clearly stated
Significance is clearly explained:
Recognizing that the granting body is an academic committee, applicant has clearly articulated what academic and/or artistic properties make this project unique, such as its contribution to the applicant’s field / body of knowledge, etc.

Feasibility (maximum of 5 points)
Is the timeline reasonable?
Can the applicant complete the project in the time proposed?
Are the requested resources and budget appropriate?

Dissemination (maximum of 5 points)
Clear and specific plans for dissemination, publication, commercialization, or presentation
Appropriate to the field, applicant and/or project

REVIEW PROCESS
All proposals submitted will undergo the same review process.

- Administrative review by SPA, for:
  o Previous internal award documentation
  o Adherence to proposal submission guidelines
- Subcommittee review against Review Criteria (see below)
- Funding recommendation – Subcommittees make suggestions for funding to the Director of SPA, who then makes the final funding decision based on availability of funds.

Award Decisions
After a funding decision is made, the applicant will receive an email indicating that a decision has been made. If the project is not recommended for funding, the decision letter may suggest ways to strengthen or improve the proposal, or suggest other funding sources. If the committee feels the proposal could be strengthened with minor changes, the applicant will be asked to revise and resubmit to the next round of the competition.
PROJECT PERIOD

The project period for graduate and undergraduate competitions are as follows:

Graduate Students:  
- Fall Submission: January 1 – December 31  
- Spring Submission: May 1 – April 30

Undergraduate Students:  
- Fall Submission: January 1 – December 31  
- Spring Submission: May 1 – April 30

FUNDING AWARD STIPULATIONS

- All awards must comply with the ASpiRE Post Award Guidelines.
- Ball State students are limited to one Creative Arts award per student classification level (Burris/Indiana Academy, undergraduate, graduate).
- **Awarded funds cannot be used outside of the Project Period.** Any remaining funds will be returned to the program.
- For projects that involve co-directors, the award is per project, not per student.
- Funding requests may be reduced based on funding limitations; however, students are still only eligible for one Creative Arts award per degree, no matter the amount awarded.
- Burris or Academy student's awards are limited to one Creative Arts award prior to graduation.
- Students are *highly* encouraged to participate in the annual SPA Student Symposium, occurring each Spring.
- All equipment and materials purchased on a grant will remain the property of Ball State University.

FINAL REPORT

The final report deadline is April 30 following the project period for fall competitions and December 31 following the project period for spring competitions.

The [Final Report Form](#) can be submitted via this link or through the link on the Aspire website. Grant recipients and/or their mentors failing to submit acceptable final reports will be declared ineligible for further support under programs supervised by the ASpiRE Program. If reports cannot be submitted by the date specified in the program guidelines, the ASpiRE Program Manager will consider written requests for an extension by email to aspire@bsu.edu.