

FOUNTAIN ENDOWMENT GRANTS APPLICATION GUIDELINES & POLICIES

The mandate of the **Fountain Endowment Grants** program is to support initiatives and opportunities that elevate the activities of the School and impact the student experience. Eligible projects must meet the criteria in one or more of the following four categories:

ARTIST-IN-RESIDENCE	Artists may include not only performers, but also teachers, critics, and scholars of the performing arts, in order to encompass the full range of work in the performing arts that is undertaken within our School. Residence need not refer only to lengthy positions, but also to shorter visits that encompass lengthy or multiple lectures, seminars, workshops or performances.
OUTREACH & RECRUITMENT	Outreach and Recruitment represents our commitment to the communities of Dalhousie, Halifax, Nova Scotia and beyond. Initiatives include public talks and performances by our faculty, students and alumni with a goal to give the School wider public exposure and boost enrollment. Outreach and Recruitment projects can include, but are not limited to, partnering with community groups in events that enrich public cultural life, hosting events for prospective students, and sending members of our School to share their talent in other schools and venues.
MENTORSHIP & APPRENTICESHIP	Mentorship & Apprenticeship encompasses learning opportunities for our students outside of regular FSPA programming. This includes but is not limited to summer study programs outside of Dalhousie, apprenticeship and immersion, international study program, workshops/lectures/masterclasses by world-class artists, stage and music productions of student societies (SDMS & DTSS) and support for participation at national and international competitions.
EQUIPMENT	Equipment funding is available for innovative, cutting-edge technical equipment, instruments, video, audio and related media. The funds will be awarded according to priority. <i>*The funds are not intended for purchase of regular classroom instruments/technology that can be requested through non-space equipment budget.</i>

ELIGIBILITY (WHO CAN APPLY?)

Principal applicant submitting a funding project proposal has to be a FSPA faculty member. FSPA students or student groups, alumni, FSPA administrative staff and applicants external to FSPA are eligible to apply if the funding proposal is co-signed/sponsored by a current FSPA faculty member.

FUNDING & TIMELINE (HOW MUCH CAN YOU APPLY FOR AND WHEN?)

Fountain Endowment Grants are available in two forms:

- **Small grants up to \$1000** are awarded upon submission and approval of a project proposal. There is no deadline for submission as Small Grants are available year-round. Funding requests/project proposals have to be submitted to FSPA Executive Committee no later than 30 days prior to the start of the project as FSPA must be acknowledged publicly in publicity materials. Applications for small grants must be submitted in sufficient time to ensure this.
- **Capital grants over \$1000** requiring substantial funding for extra-curricular activities (artist-in-residence and outreach/recruitment) and state-of-the-art equipment are awarded once a year. Funding proposals have to be submitted by Friday, December 6th, 2024, to the attention of the Fountain School Executive Committee for consideration. If the funding proposal is successful, **funds will be accessible** in 2025/26 fiscal year, **from April 1, 2025, to March 31, 2026.**

***NOTE: Applications for projects in progress or supplementing funding for already completed projects may not be accepted.**

APPLICATION ASSESSMENT PROCESS AND CRITERIA

Applicants should complete the Fountain Endowment Grant Application Form and submit it to the FSPA Executive Committee for review and consideration. All proposals are considered and assessed by the FSPA Executive Committee on the following criteria:

- proposal submitted or co-signed/sponsored by a current FSPA faculty member?
- proposal meets the criteria in one or more of funding categories: artist-in-residence, outreach & recruitment and/or equipment
- proposal relates to current FSPA teaching curriculum and/or outreach and recruitment priorities
- proposal indicates how FSPA's support will be acknowledged in publicity and marketing materials
- proposal timeline fits in the fiscal period and allows adequate time for publicity and FSPA promotion

The FSPA Executive Committee's decision is final and the applicants will be informed of the outcome with a letter from the Director.

FINANCIAL AND ADMINISTRATIVE POLICIES

Successful applicants must follow university guidelines and policies in carrying out their projects. This includes:

- compliance with [university travel expense policies](#)
- compliance with [university procurement policies](#) (if applying for equipment funding)
- responsible for meeting the fiscal year deadlines for implementing the project and disbursing the funds.

It is the responsibility of the principal applicant to direct all invoices, receipts and expenses for reimbursement, honorarium payment information, etc. to the FSPA Administrative Officer. Eligible expenses are:

- **Artist fees:** paid as honorariums or upon submission of an invoice. Artists are required to supply their contact information and SIN or GST/HST registration number. Consult the appropriate governing association (i.e. [Canadian Actors' Equity Association](#); [Atlantic Federation of Musician](#)) for pay scales for directors, stage managers, conductors, choreographers, musicians, etc.
- **Travel** (transportation, accommodation, per-diem): reimbursable travel expenses that require payment receipts include economy airfare and ground transportation (taxi, shuttle, rental vehicles, buses, etc).
- **Mileage** for use of a privately-owned vehicle does not require a receipt and is reimbursed at a rate of \$0.51 per kilometer.
- The university provides per-diem for travel requiring out-of-town travel and/or overnight stay at a rate of \$54 per day (Breakfast \$12; Lunch \$16 Dinner \$26). Incidentals are reimbursed upon submission of receipts.
- **Hotel Accommodation** is reimbursable at a reasonable commercial rate, while billeting in a private home is reimbursed at a rate of \$40.00/day. Note: [The Lord Nelson](#) and [Atlantica](#) hotels in Halifax offer discounted rates for university visitors. Depending on the season, the price ranges from \$159 - \$235 per night (+ tax).
- **Vehicle rentals:** Rental-cars may be used when economical, but care must be taken by the grant recipient/employee to have adequate insurance, as the University will not accept responsibility of liability resulting from an accident. Compact vehicles should be utilized where practical.
- **Venue rental**
- **Equipment rental** (lighting, sound, audio-visual, platforms, risers, etc.)
- **Music purchase/rental and performance rights**
- **Advertising and printing**
- **Seminar fees** including conferences, workshops and masterclasses
- **Equipment/instrument/technology** purchase
- **Other expenses** will be considered on individual basis. Please provide details and justification in your project description and budget worksheet.
- **Administrative/Overhead Expenses:** Applicants/grant recipients are **responsible for overseeing and coordinating the project** and liaising with FSPA staff **for organizing the administrative and technical support**. This may require hiring of senior students and/or other staff as administrative, productions, logistics and technical assistants. **Applicants are responsible for considering the workload and properly assessing budgeting for extra staffing and including the costs in the budget proposal.**

REPORTING REQUIREMENTS

FSPA Executive Committee requires a final report on each grant awarded within 30 days of project completion. Final report forms will be provided with grant award letters and may also be downloaded from the [FSPA website](#).

SUBMITTING YOUR FUNDING APPLICATION

Please send you completed application and supporting materials in MS Word or PDF format by email to tatjana.vukoja@dal.ca addressed to Fountain School of Performing Arts - Attn. Executive Committee. You will receive an email confirmation that your application has been received.

If you have questions about the program or application process, contact the [FSPA Administrative Officer](#) for assistance.

FOUNTAIN ENDOWMENT GRANT APPLICATION FORM



FUNDING APPLICATION FOR: *(check the appropriate box below)*

Small Grant (up to \$1000) - Application deadline: min. 30 days prior to beginning of the project *(see guidelines)*

Large Grant (over \$1000 and up) – Application deadline: December 1st *(awarded once per year)*

FUNDING CATEGORY: *(check the appropriate box below)*

Artist-in-Residence

Outreach & Recruitment

Equipment

Mentorship & Apprenticeship

APPLICANT INFORMATION

NAME:		EMAIL:	
TITLE: <i>(faculty/staff/student)</i>		TEL:	
Co-Applicants:			
Previous funding final report submitted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

PROJECT INFORMATION

TITLE:			
LOCATION:			
DATES/TIMES: <i>(from/to)</i>			
FUNDS REQUESTED	<i>*enclose a budget worksheet with itemized expense estimates</i>		
BENEFIT TO STUDENT EXPERIENCE <i>(describe project impact on student learning & advancement)</i>			

PROJECT DESCRIPTION	
Will this project contribute to Fountain School's and Dalhousie's work towards equity, diversity, inclusion, and accessibility? If so, please provide details.	

Applicant: _____ **Date:** _____
[please print name]

Signature: _____

FSPA EXECUTIVE COMMITTEE USE ONLY

Approved	Amount
Rejected	Reason

FOUNTAIN ENDOWMENT GRANTS BUDGET WORKSHEET



Applicant:				
Project Title:				
Funding for:	<input type="checkbox"/> Artist-in Residence	<input type="checkbox"/> Outreach & Recruitment	<input type="checkbox"/> Equipment	<input type="checkbox"/> Mentorship & Apprenticeship

ELIGIBLE EXPENSES	TOTAL
ARTIST FEES	\$
TRANSPORTATION	
Vehicle Rental & Mileage:	
- Bus: per day \$ [000.00] X [000] no. of days + bus driver \$ [000.00]	\$
- Car: per day \$ [000.00] + KMs \$ [000] + Gas \$ [000.00]	\$
- Own vehicle: KMs [000] X \$0.51 per kilometer	\$
Airfare: from [city] to [city] (return) X [00] passengers	\$
Ground Transportation: (airport transfer, taxi, local travel, etc.)	\$
ACCOMMODATION	
- Rate per night \$ [000.00] X [00] no. of nights X [00] no. of persons	\$
PER-DIEM	
- Breakfast \$12 X [00] days = \$ [000.00]	
- Lunch \$16 X [00] days = \$ [000.00]	
- Dinner \$26 X [00] days = \$ [000.00]	\$
VENUE rental per day \$ [000.00] X no. of days [00]	\$
EQUIPMENT (lighting, sound, audio/visual, platforms/risers, etc.)	
- Rental per day \$ [000.00] X no. of days [00]	\$
OTHER	
- Additional personnel (accompanists, stage management, FoH, etc.)	\$
- Music/Script Purchase/Rental	\$
- Performance rights	\$
- Seminar fees	\$
- Advertising & printing	\$
- Other Expenses	\$
TOTAL PROPOSED BUDGET	\$

FOUNTAIN ENDOWMENT GRANTS FINAL REPORT



Please report on how objectives were met, benefits of funds awarded, as well as problems and concerns that occurred. The feedback and information you provide may be used for publicity purposes, in donor reports and to guide the Executive Committee in the allotment of funds in the future. The table below will expand as you type. Please attach additional pages as necessary.

APPLICANT:				
PROJECT TITLE:				
FUNDING FOR: <i>check appropriate box --></i>	Artist-in-Residence	Outreach & Recruitment	Equipment	Mentorship & Apprenticeship
DATE/TIME:				
BUDGET APPROVED:	\$	ACTUAL EXPENSES:	\$	
BUDGET VARIANCE:				
PROJECT EVALUATION				
Description & Objectives				
Participation				
Outcome				
Lessons learned				
Future plans				
Feedback				
ADDITIONAL INFORMATION				

Report submitted by: _____ **Date:** _____
[please print name above and sign below]

Signature: _____