

As Adopted by Arts Programming Board: February 20, 2006
Updated: May 19, 2010

DEADLINES:

Funding Requests	March 15
Fall Calendar	June 1
Spring Calendar	November 15
Summary Reports	Within 30 days after program

ARTSwego GUIDELINES

Check Requests:

It usually takes a week and a half to process checks (longer when the college is not in session). Check requests submitted by Wednesday will be available within 10 days. ***Check requests must be submitted in writing and include a description of the event, when it is taking place, the name and address of who is being paid and the amount that has been agreed to, or receipts if applicable.***

W-9 Requirements:

All guests need a completed W-9 form to accompany the check request. *Checks will NOT be processed without a W-9 form. The W-9 form is available on the IRS website and at www.oswego.edu/arts - link to "Forms for Faculty & Staff".*

Reimbursements:

Payments will only be processed for items specifically requested in the approved ARTSwego Funding Request. Owing to the very limited funds available through ARTSwego, hospitality to be covered is *only* for the host and the artist (if so requested in the application) at a cost **NOT TO EXCEED \$40.**

If possible, it would be most advantageous if an inclusive Artist Fee can be negotiated. However, if that proves to be unsuccessful and it becomes necessary to provide a meal allowance for an artist traveling to and/or from the SUNY Oswego Campus, the New York State rate used by SUNY Oswego is a maximum per diem of \$36.

In the event that a visiting artist is housed at the home of a faculty or staff member, **A MAXIMUM REIMBURSEMENT OF \$20** a day will be considered to cover the cost of food purchased for the artist's stay. Receipts must be submitted for reimbursement and this support specifically requested at the time that an application is submitted to ARTSwego. When visiting artists are personal friends, home hosting is very much appreciated as it makes it possible to spread further limited available funding.

Payment for services provided by SUNY Oswego employees when they occur outside of regular working hours will be made through the Department only. Payment will be made upon receipt of an 'Extra Service Voucher' signed by the Department Chair.

Airline Reservations: Except under special circumstances all airline reservations should be made **at least two months ahead of time.** Failure to book flights in a timely manner may result in program cancellation.

Summary Reports:

Summary Reports are an invaluable means of assessing the value of ARTSwego programs for the campus community. It is important that they accurately reflect the strengths and weaknesses of programs so that we can continue to build the ARTSwego program.

Summary Report Forms will be made available as a .pdf document for easy completion (**you must have the full version of Adobe Acrobat**) and will be emailed to individuals by the Arts Program Office upon request. All Summary Reports are due **within 30 days** after the completion of the funded program and should include copies of all promotional materials and press coverage.

Cancellations:

If a program is cancelled, it is the responsibility of the event organizer to send notification in writing to the Office of Public Affairs (which handles the SUNY Oswego Events Calendar) and ARTSwego. Also, it is important that all other arrangements, such as room reservations and hotel reservations, be cancelled in a timely fashion.

Notice should also be posted at the site of the event. If a program is cancelled and you wish for another program to be considered in its place, you must submit a request through the Flexible Funding Program.

Flexible Funding:

At the request of faculty, a small portion of the ARTSwego budget is allocated to the Flexible Funding Program. *This is NOT intended to undermine the March 15 deadline for the Funding Requests*, but rather to make it possible for us to take advantage of ‘last minute’ opportunities. Requests are subject for approval to the ARTSwego Program Committee. To expedite the approval process, this is done via email.

Promotion of ARTSwego Supported Programs:

It is the responsibility of the department receiving support from ARTSwego for programs to assure that they are adequately promoted on campus. **ALL** ARTSwego supported programs must have some portion of the total program open to the entire campus community.

At a minimum. Departments are responsible for:

- Providing information and photos to the Public Affairs Office so that a new release can be issued.
- Providing information to the Arts and Entertainment editor of the Oswegonian.
- Posting posters and/or flyers throughout campus and uploading signage for the electronic bulletin boards.

Credit:

All printed materials for ARTSwego supported events should include: *the ARTSwego logo* and *“This program is supported in part by the Student Arts Fee”*.

Handicapped Access:

Please include information about handicap access on all promotional materials. For example, *“If you have a disability and need assistance to attend this event, call _____”*.

ARTSwego POLICIES

ARTSwego does not pay honoraria to full-time faculty, and a maximum of \$250 is allocated to pay adjuncts who perform as part of an ensemble, for instance in the Ke-nekt’ Chamber Music Series.

ARTSwego does not consider requests for the support of scholarship funds.