

GUIDELINES FOR ARTSWEGO-FUNDED PROJECTS

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY

DEADLINES:

Funding Requests

Monday, March 25, 2019

Summary Reports

Within 30 days after program

Presenting an ARTSwego Funded Program

Proposals for ARTSwego support are reviewed on the basis of artistic quality, educational relevance, strength of planning, and commitment of other funds or resources.

As an ARTSwego Funded Program, you are responsible for:

1. Having some portion of the total program open to the campus and community.
2. Crediting ARTSwego in all printed materials with logo and language as follows: This program is supported in part by the Student Arts Fee, Administered by ARTSwego.
3. Adequate promotion of ARTSwego supported program. Including:
 - providing information and high-resolution photos (preferably horizontal format) to the Jeff Rea for a news release.
 - providing information and high resolution photos to ARTSwego for posting on all marketing mediums.
 - posting posters/flyers throughout campus and uploading signage for the electronic bulletin boards.
4. Creating, negotiating, and signing all contracts with artists and arranging appropriate paperwork regarding payments.
5. Including information about handicapped access in any press releases. For example, "If you have a disability and need assistance to attend this event, call _____ at _____".
6. Notifying any cancellation, rescheduling or re-location of programs ASAP by emailing the Communications and Marketing Office and ARTSwego. Also, it is important that all arrangements, such as room and hotel reservations, be cancelled or changed in a timely manner. Notice of cancellation should be posted at the site of the event. Any plans to substitute a different artist must be approved by the Program Committee.
7. Submitting a Summary Report within 30 days after the completion of the funded program.

Artist Fees and Terms

1. ARTSwego will transfer funds into the provided account number before the start of the semester. Designated project organizer is responsible for overseeing all payments and reimbursements to artists, including travel, meals, etc., as well as reserving venues and all other program related needs. Please note, ARTSwego will fund artist meals and per diem but not receptions or banquets.
2. ARTSwego does not pay honoraria to faculty.

Artists From Other Countries

- 1. If you are considering bringing an artist from another country, you should be aware that the process of obtaining permission from the government bodies involved can be very lengthy and complicated. Also, the paperwork can be monumental! The process may be much easier if the artist is represented by an agent who is dealing with these requirements for a wider U.S. tour.**
 - 2. If you are interested in bringing an artist from another country and need more information about the process, you should contact Lowell Hutcheson at lowell.hutcheson@oswego.edu or 315-312-4581 before you commit to that artist.**
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Summary Reports

- 1. A Summary Report should be submitted within 30 days after the completion of the funded program (or, at the latest, included with the funding application for the next year) and should include copies of promotional materials and press coverage. See Summary Report Form at oswego.edu/artswego.**
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Flexible Funding

- 1. Flexible Funding is a small portion of the ARTSwego budget that allows the college to benefit from last minute opportunities such as artists who will be present in the region for other purposes. It is not intended to replace the spring application deadline for most projects. The amount for funding of these requests shall not exceed \$500.**
- 2. Such programs must include at least one activity that is open to the campus and community.**
- 3. Requests for such funding should be submitted at least four weeks prior to the event and are subject to approval by the ARTSwego Program Committee.**