

Dr. Margaret E Bacon Visual Artist Speaker Series

Proposal for Funding

The visual arts faculty and students are invited to submit proposals to sponsor visiting artists through the Dr. Margaret E. Bacon Visual Arts Fund. The purpose of the fund is to engage professional visual artists to exhibit or to make exhibition-oriented presentations to inspire and educate students in the visual arts as well as other interested students across campus. These presentations play an important role in influencing the artistic direction of students by offering conceptual and technical approaches that students may not have considered. The sessions can also provide insight into the business aspects of the visual arts.

Guidelines

Funds are limited and will be dispersed based upon availability, established criteria, and merit of proposal.

- **There is no guarantee of funding, even if the proposed visiting artist(s) has already been invited to present.**
- All funded events must be free for all visual arts students.
- All funded events must take place on campus during either the fall or spring semester.
- Priority will be given to interdisciplinary proposals where the artist/designer pushes the normal boundaries and conventions of visual thinking and/or medium, and captures the widest possible audience.
- There may be times when bringing in one artist(s) whom all of the departments find mutually beneficial might utilize all available funding in a given year.

Funding

Funding may be used to underwrite expenses directly associated with hosting the visiting visual artist, including expenses related to the artist's travel, meals, accommodations, honorarium, marketing/publicity, published programs, exhibition preparation, insurance, and receptions. Expenses must fall within the guidelines of state per diem accounting and payment practices. Seeking other funding sources and smaller funding requests are encouraged.

There is a maximum of \$3000 each faculty/program/department can receive per award year. Funding for receptions will be limited to a maximum of \$150.

Deadlines for Proposals

Proposals must be submitted by the following deadline dates to be considered. If a proposal is submitted after the deadline it will be considered again at the next deadline.

- Proposals for the **Fall** semester are due by **April 1st**
- Proposals for the **Spring** semester are due by **November 1st**

Student proposals may be submitted through support of a faculty member. The faculty member assumes responsibility for ensuring all details are attended to, and for filing of all appropriate paperwork.

Proposals submitted for review must include an itemized budget, the artist's CV, and samples of their work (on paper, CD, or thumb drive) and/or the artist's website.

Review

The proposals will be reviewed by a committee comprised of the visual arts department chairs (Fine Arts, Design, Art Education). The committee will make recommendations to the Dean of Arts and Humanities for use of the funds.

Required Paperwork

Items required for submission of proposals:

- Resume/CV
- Buffalo State College Foundation Contract for Service
- W-9 Form
- Letter describing the artist and what their presentation will be about
- Request for Funding Form
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*****All Posters/Flyers/Publicity Must State This*****

"Sponsored by the Dr. Margaret E. Bacon Visiting Visual Artists Series Fund"

Accepted Project Proposer's Responsibilities

Sponsoring department(s) and specific faculty members submitting the proposal must submit all the required paperwork and make all arrangements (i.e. lodging, transportation, meals, publicity, securing of a space for the event, etc.), and must be available to assist with the artist's needs during the visit.

For all funded proposals, any publicity must include an acknowledgement of the donor stating "*Sponsored by the Dr. Margaret E. Bacon Visiting Visual Artists Series Fund.*" The event should be widely publicized to encourage maximum student participation. Any publicity should be presented to the chair of the department of the faculty member's project for review before publication and distribution.

An invitation should be emailed to the Dean of Arts and Humanities and his secretary.

Lodging

Local hotel accommodations can be billed directly to the college if Dean's office approval is given in advance. Hotel arrangements should be made with hotels that offer state per diem rates. The President's carriage house is also an option at \$25/night, and is booked through Events Management, using the appropriate paperwork.

Airfare/Mileage

These **travel costs must be paid by the invited artist and will be reimbursed by the college.** All travel must be substantiated by receipts. Funding will cover economy class travel only.

Honoraria Payments

Honoraria for any speaker must be submitted via the Buffalo State College Foundation honoraria process

- BSCF Payment Request form completed and including the artist's contact information (home address, SS#, phone number, email address).
- Artist resume/CV.
- Flyer/announcement of event.
- Contract for Service and NYS W-9 form completed and signed by artist and returned to campus at least three weeks prior to the event date.

Meals

Use NYS per diem. **Meals can be covered for artist only.** Please ask for a separate check for meals, complete a BSCF Payment Request form and turn in the original itemized receipt and proof of payment.