

# ART 4620.001 Grant Writing and Arts Funding

## Instructor Information

Instructor: Dr. Christina Donaldson (she/her/hers)

Email: Please contact via Canvas Inbox Messages

Office: 212

Office hours by appointment: Tues. 9:30 – 10:30 am; Wed. 3:45 – 4:45 pm; Thurs. 12:45 – 1:45 pm

Additional virtual appointments via Zoom available. Please email to schedule an appointment.

**Communication expectations:** I will do my best to respond within 24 hours Monday - Saturday between the hours of 8am and 7pm. Please do not expect to receive a response on Sundays.

This class meets in-person weekly in ART 181: Tuesdays, 11 am – 1:50 pm

## Course Description

ART 4620. This course will explore the study of grant writing and funding strategies for artists, creatives, and arts organizations. In addition to learning key terms and concepts within arts fund development the course will teach students how to access funding resources, write a grant proposal, and create and initiate their own strategic funding plan through active-learning and projects.

## Course Structure and Content

This class meets face-to-face. Do your required work before our class days. By completing our weekly readings, you will acquire the necessary information about the focus of the course. You will build on and engage with this information by engaging in collaborative discussions, lectures (including guest speakers), and activities (including field trips) throughout the semester. You are expected to read, talk, and work together as part of the class. Writing workshops are dedicated, in-class work time and may include peer review sessions. I will occasionally adjust the structure of the class to meet its needs throughout the semester, so check your email and Canvas regularly for adjustments to the schedule.

## Course Prerequisites

There are no required prerequisites for this course. However, in order to be successful in this course you will need to:

- Use resources provided through the course to research grant opportunities relevant to your creative interests
- Cite sources, giving credit to where you obtain information
- Network with others and utilize tact when offered differing perspectives
- Make the commitment to spend at least 10 hours a week reading the assignments, reflecting on the material covered, and participating in other activities throughout the course

## Course Goals

- Investigate the nature of fundraising and fund development for artists, creatives, and arts organizations
- Discover funding and grant-seeking resources in the UNT libraries and beyond
- Explore the function and role of arts funding development through videos, LinkedIn Learning, and presentations by industry professionals
- Examine the philosophical, historical, and ethical dilemmas of fundraising arts projects
- Develop, discuss, and write grant research, proposals, funding pitches & strategic funding plans for a student-initiated creative project

## How to Succeed in this Course

Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Come visit me! I encourage you to connect with me for support.

## ADA Accommodation Statement

The University of North Texas makes reasonable accommodations for students with disabilities. To request accommodations, you must first register with the Office of Disability Access (ODA) by completing an application for services and providing documentation to verify your eligibility each semester. Once your eligibility is confirmed, you may request your letter of accommodation. ODA will then email your faculty a letter of reasonable accommodation, initiating a private discussion about your specific needs in the course.

You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty have the authority to ask you to discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) website (<https://studentaffairs.unt.edu/office-disability-access>).

## Academic Resources

UNT strives to offer a high-quality education in a supportive environment where you can learn, grow, and thrive. As a faculty member, I am committed to supporting you, and I want to remind you that UNT offers a range of mental health and wellness services to help maintain balance and well-being. Utilizing these resources is a proactive way to support your academic and personal success. To explore campus resources designed to support you, check out [mental health services](https://clear.unt.edu/student-support-services-policies) (<https://clear.unt.edu/student-support-services-policies>), visit [unt.edu/success](https://unt.edu/success), and explore [unt.edu/wellness](https://unt.edu/wellness). To get all your enrollment and student financial-related questions answered, go to [scrappysays.unt.edu](https://scrappysays.unt.edu).

## Supporting Your Success and Creating an Inclusive Learning Environment

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and belonging. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know.

## Required Texts and Resources

There are no required texts to purchase for this course. Links to assigned films, digital content, and articles/chapters/essays will be posted on Canvas. Students are also encouraged to bring additional materials that align with their interests and contribute to the course discussions.

## Minimum Technology Requirements

To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System as well as the items listed below. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn) (<https://online.unt.edu/learn>).

- Computer, laptop, or tablet
- Camera, speakers, and microphone
- Microsoft Office Suite
- Adobe Creative Suite (or similar)

## Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

For support hours, contact information and service alert notices, visit: [DSI Support Hub for Students](#)

## Assignments and Course Requirements

### Reflection Journals (10%)

For each guest speaker presentation (including those during field trips), you are asked to write a brief (250-300 words) journal entry reflecting on your understanding of our guest speakers alongside any materials assigned for that week.

### Grant Worksheets (10%)

Students will complete a series of worksheets that prepare students to identify the right funding resources and sources of funding, create strategic funding plans (including creating a budget), conduct grant research, as well as pitch their ideas to perspective funders. These worksheets will directly contribute to the final project.

### Portfolio Kit: Part I and II (10%)

Students will complete a series of worksheet exercises in order to create important application materials (such as artist statements, bios, artist resumes, and work samples) that are required in most grant submissions.

### Final Project: Part 01 Written Description and Grant Proposal (20%)

You will submit a **written description** and **full grant proposal** for funds that you qualify for, which can be applied to your individual creative projects.

Grants and or funding can be for:

- Professional and career development (i.e., workshops, conferences, education, etc.)
- Project development/creative/studio time (i.e., fellowships, residencies, creative labs, research, etc.)
- Equipment/software for creative practice/organizations; community programs/project distribution/outreach (i.e., offering workshops, performances, community outreach, public art, etc.)
- Startup funding/Small Business grants or loans
- Any other funding that requires an application process

Students will peer review their proposals and give feedback based on grant qualifications.

For your **Grant Proposal Assignment** please submit the following in **one PDF**:

- 250-500 word description outlining the RFP (request for grant proposals) or grant application information that describes grant and grant eligibility requirements
- Why you are interested in applying for your submitted grant/funding opportunity and why you feel you are eligible
- Full grant application**, including all supplementary application materials/documents requested for the grant or funding application you plan to apply

### Final Report Presentation Draft and Dry Run (10%)

As a milestone checkpoint, students will prepare a draft and present a dry run of their final presentations to peers for feedback.

### Final Project: Part 02 Final Report Presentation (20%)

You will build on your strategic funding plan by initiating preliminary steps towards your (3) identified funding tools and communicating the outcomes to a prospective funder. You will create and deliver and submit a final report presentation that reflects on the funding tools that have been implemented as a result of the course.

The **Final Report Presentation** should include the following:

- a. The Final Project Presentation is an opportunity to demonstrate how you would communicate your fundraising efforts to others who might be interested in supporting your professional goals.
- b. Presentations should outline what might be communicated to a prospective funder who has selected your project/goal as a finalist for funding.
- c. Communicate through your presentation the results of applying funding tools even if still under development (i.e., "I applied for a fiscal sponsorship with Fractured Atlas to..." or "I am designing and selling the follow t-shirts through Bonfire to fundraise for my study abroad trip...").
- d. Share what funding strategies you plan to work on moving forward, and how the prospective funder's support will benefit you in this current stage. The presentation should be 5-7 minutes (no longer).

### Assessing Your Work

A: 90% course average or above. Excellent work produced throughout the semester

B: 80% course average or above. Good work produced throughout the semester

C: 70% course average or above. Fair work produced throughout the semester

D: 60% course average or above. Passing work produced throughout the semester

### Course Policies

#### Assignments and Projects

Students must submit all assignments by 11:59 pm on the due date, unless otherwise noted. Instructions for all assignments can be found on Canvas under each specific module. All assignments must be submitted online via Canvas in the assignment drop box.

#### Late Policy

For **each day** late, the grade will drop by 10%. Thus, a 100% assignment will be dropped to a 90%, a 90% will drop to an 81% - and so on and so forth **unless prior arrangements with the instructor are made**.

#### Grading Policy

Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without citations will be violating UNT's Academic Integrity Policy. Please read and follow this important set of [guidelines for your academic success](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours.

#### Attendance and Participation

Students should be prepared to engage in class discussion by viewing and reading all assigned course presentations and readings, and engaging with respect and insight in lectures, class discussions, presentations, and all course activities. It is important that you communicate with your professor prior to being absent, so you can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform

your professor if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. **IMPORTANT: Do this in advance, meaning more than one hour prior to the start of class.** Additionally, this course heavily depends on your attendance and participation. Most of your work will be done in groups, so your group will also be depending on you and your engagement.

## Attendance

Class attendance is a **requirement** and use of the full class period is expected. You will be allowed **(2)** sick, personal, physical, or mental health days without grading consequences. Use these wisely. **A 3rd absence will result in the lowering of your overall final grade by (1) letter grade.** Arriving to class more than 30 minutes late or leaving class more than 30 minutes early **will constitute an absence.** Additionally, arriving 15 minutes late to the start of class will constitute a tardy. Leaving class before being dismissed by your professor will constitute an early departure. (3) occurrences of late arrivals/early departures = (1) absence. Absences, tardiness and/or early departures beyond this could result in course failure. If a serious medical or personal situation occurs affecting attendance, please discuss it with your professor ASAP.

## Participation

Your participation is an extremely important component of the class and a significant part of your overall grade. Your awarded points are based the following expectations: Coming to class meetings on time and with your supplies, being prepared to discuss materials from your coursework, completing other occasional homework, and actively participating in class discussions, group activities and critique.

## Course Policies

### Academic Integrity: Plagiarism and Self-Plagiarism

*Plagiarism* is the act of using someone else's words, ideas, images, designs, and/or creative output without proper attribution and/or presenting them as your own. This includes copying from books, websites, other students, or AI-generated content without clear acknowledgment and transformation through your own creative process.

*Self-plagiarism* occurs when a student reuses their own previously submitted work (from this or another course) and/or submits the same work for multiple assignments (either within this course or across different courses) without the instructor's permission.

In this course, any confirmed case of academic dishonesty (including but not limited to plagiarism, self-plagiarism, or unauthorized use of AI-generated content) will result in an automatic failing grade (F) for the course. Additionally, the incident will be formally reported to the Office of Academic Integrity for further review and potential disciplinary action.

### Generative AI: Limited Use

Throughout the semester, you will or may use specific Generative AI (GenAI) tools for certain assignments, with guidance on responsible use. These assignments help build ethical resilience and GenAI literacy, preparing you for careers in a GenAI-oriented workforce. I use GenAI for editing purposes, e.g., enhancing course materials for clarity, streamlining tasks, analyzing performance. Assignments for which you may use Generative AI will be discussed in class. If you're unsure whether something is allowed, please seek clarification. Each assignment using Generative AI must be submitted within these parameters:

**a) You are responsible for the integrity of the content** (e.g., written, and digital/interactive media assignments, and projects). AI can produce content that contains inaccurate information, offensive

language/images, and biased or unethical representations. What you submit is fully your responsibility across these dimensions.

**b) You must provide clear attribution of your sources AND:** (1) explanation of **how you used Generative AI** and (2) clear citations using a format such as this example: [Chat-GPT-3. (YYYY, Month DD of query). Text of your query. Generated using OpenAI. <https://chat.openai.com/>].

\*You may be asked to provide your original text/output and accompanied prompt at any time.

**IMPORTANT:** Any assignments that utilize Generative AI **without permission or attribution** can be seen as potential academic dishonesty and will be treated as such.

### Campus Closures

Students will be notified by Eagle Alert if there is a campus closing that will impact a class and describe that the calendar is subject to change, citing the [Campus Closures Policy](https://policy.unt.edu/policy/15-006) (<https://policy.unt.edu/policy/15-006>).

### Syllabus Change Policy

The instructor reserves the right to make modifications to the course schedule, assignments, and information throughout the semester.

### UNT Policies

#### Academic Integrity Standards

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

#### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

#### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct to learn more.

## Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

1. The work is used only once.
2. The work is not used in its entirety.
3. Use of the work does not affect any potential profits from the work.
4. The student is not identified.
5. The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission by using the UNT System Permission, Waiver and Release Form.

## Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at [940-565-2648](tel:940-565-2648). Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at [940-565-2759](tel:940-565-2759).

## Mental Health

UNT provides mental health resources to ensure there are numerous outlets available to you when seeking care, regardless of the nature of the issue or its severity. Listed below are Denton campus in-person and online student resources that can support your academic success and mental wellbeing, whether enrolled in Denton, Frisco Landing, Discovery Park, or online-only courses.

- The [Counseling and Testing Center \(CTS\)](#) is located on the 3rd floor of Chestnut Hall, where students have free access to individual counseling/therapy, group counseling, workshops, and crisis counseling, with both in-person and virtual appointment options available.
- **Psychiatric Services** are available at the [Student Health and Wellness Center \(SHWC\)](#) on the 2nd floor of Chestnut Hall, where staff can see students for psychiatric evaluations, prescribe medications, and develop comprehensive treatment plans, with both in-person and telemedicine (online) options available.
- [Togetherall](#) is a fantastic online peer support platform for UNT students. It's a safe community that is available 24/7, where you can connect with students from across the world who are going through the same struggles that you might be facing.

## Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13,

14 and 15 the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](#) or email [spot@unt.edu](mailto:spot@unt.edu).

# ART 4620.001 Grant Writing

Preliminary Schedule (subject to change)

## Part I: Arts Funding in Context

Week	Day/Date	Module/Topic	*Readings due on this day
Week 01	Tuesday August 19 <sup>th</sup>	<b>Class Introduction and Overview</b> Syllabus Review	
Week 02	Tuesday August 26 <sup>th</sup>	<b>Arts Funding in Context</b> Group Research/Discussion Activity <i>Signed syllabus contract due</i>	
Week 03	Tuesday September 2 <sup>nd</sup>	<b>Identifying Grant Seeking Resources</b>  <b>Local Field Trip and Presentation (UNT)</b> <i>Jennifer Rowe, Willis Library, Room 130</i>	<i>See Canvas Module for Materials</i>
Week 04	Tuesday September 9 <sup>th</sup>	<b>Arts Funding in Context</b> Film Showing and Group Discussion Activity	<i>See Canvas Module for Materials</i>
Week 05	Tuesday September 16 <sup>th</sup>	<b>Local Field Trip: TBD</b>	<i>See Canvas Module for Materials</i>
Week 06	Tuesday September 23 <sup>rd</sup>	<b>Project Group Brainstorming Session</b>  <b>Project Ideas Work Session:</b> Develop project ideas and identify funding resources.  <b>Homework: Grant Research Worksheet</b>	<i>See Canvas for Materials</i>

## Part II: Strategize and Gather Materials

Week	Day/Date	Module/Topic	Readings due on this day
Week 07	Tuesday September 30 <sup>th</sup>	<b>Local Field Trip and Presentation (UNT): TBD</b>	<i>See Canvas for Materials</i>
Week 08	Tuesday	<b>Guest Speakers: TBD</b>  Assign Grant Proposal Project + Final Project	

Week	Day/Date	Module/Topic	Readings due on this day
	October 7 <sup>th</sup>	<b>Due: Grant Research Worksheet</b>	
<b>Week 09</b>	Tuesday October 14 <sup>th</sup>	<b>Guest Speaker:</b> TBD Portfolio Kit Part I and II	<i>See Canvas for Materials</i>
<b>Week 10</b>	Tuesday October 21 <sup>st</sup>	<b>Guest Speaker</b> TBD Portfolio Kit Part I and II	<i>See Canvas Module for Materials</i>

### Part III: Grant Writing

Week	Day/Date	Module/Topic	Readings due on this day
<b>Week 11</b>	Tuesday October 28 <sup>th</sup>	<b>Budgets 101 Lecture</b> <b>Writing Workshop:</b> Grant Proposal Worksheet  <b>*100DWGD Presentation 6:30 pm</b>	<i>How to Budget</i>
<b>Week 12</b>	Tuesday November 4 <sup>th</sup>	<b>Guest Speaker:</b> TBD <b>Due: Grant Proposal Worksheet</b> <b>Launch:</b> Final Grant Project	
<b>Week 13</b>	Tuesday November 11 <sup>th</sup>	<b>Local Field trip:</b> TBD <b>*Resilience Presentation 5pm [extra credit]</b>	
<b>Week 14</b>	Tuesday November 18 <sup>th</sup>	<b>Writing Workshop:</b> Final Grant Project <b>Presentation Drafts Due Today</b> <b>Presentation dry runs and peer review</b>	
	Tuesday November 25 <sup>th</sup>	<b>THANKSGIVING HOLIDAY- NO CLASS THIS WEEK!</b>	
<b>Week 15</b>	Tuesday December 2 <sup>nd</sup>	<b>Final Presentations</b>  <b>DUE: Final Grant Projects 01 + 02</b> <b>via Canvas 11:59pm</b>	