ART 4620.001 Grant Writing and Arts Funding

Instructor Information

Instructor: Christina Donaldson (she/her/hers)
Email: Contact via Canvas Inbox Messages
Office: 212
Office hours by appointment: Tuesdays, 11:00 am – 1:00 pm
(Additional virtual appointments via Zoom available if needed)

This class meets every Tuesday at 2 pm – 4:50pm in room ART 181

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 Objectives

- 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

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
Required Materials

1. Assigned videos, online content, and articles/chapters/essays posted on Canvas
2. UNT Libraries: Grant Seeking Resources Guide available remotely

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 LearnAnywhere (https://online.unt.edu/learn).

- Computer, laptop, or tablet
- Digital camera, scanner, or smartphone
- Microsoft Office Suite

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.

**UNT IT Help Desk**

Email: helpdesk@unt.edu

Live Chat: https://it.unt.edu/helpdesk/chatsupport (Links to an external site.)

Phone: 940-565-2324

In Person: Sage Hall, Room 330

**Hours and Availability:** Visit https://it.unt.edu/helpdesk (Links to an external site.)

For additional support, visit Canvas Technical Help (Links to an external site.)

(https://community.canvaslms.com/docs/DOC-10554-4212710328)

Supporting Your Success and Creating an Inclusive Learning Environment

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation so we will work as a class to collaborate in ways that encourage inclusivity.

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:

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

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 8-10 minutes (no longer).
Participation and Attendance (20%)
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. Because this course involves collaboration, participation is essential to learning. Our project-based activities require you to be actively engaged in discussions and group work. I understand tardiness and absences may occur. If you are late to class, please drop me an email to let me know the circumstances. If you must miss class, please let me know prior to your absence.

Participation
You will earn to 10 points/day. Your studio 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 prepared to discuss materials from your coursework, completing other occasional homework, and actively participating in class discussions, group activities and critique.

Attendance
It is important that you communicate with the instructor prior to being absent, so you, the instructor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the instructor 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.

Class attendance is a requirement and use of the full class period is expected. You will be allowed (3) sick, personal, physical, or mental health days without grading consequences. A 4th absence will result in the lowering of your overall final grade by (1) letter grade. Additionally, 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.

Students will be notified by Eagle Alert if there is a campus closing that will impact a class, and the calendar is subject to change, please see UNT's webpage for the Emergency Notifications and Procedures Policy (PDF) (https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf).

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

Late Policy
All work should be turned in on time according to the due date specified on the syllabus. For each day late, the grade will drop by 1/3 of a percentage point. Thus, if an A paper is turned in one day late, then the grade will drop to an A- and so forth unless special permission by the university or a doctor is provided.

Grading Policy
Grades are based on mastery of the content. As a rule, I do not grade on a “curve” because that is a comparison of your outcomes to others. I do, however, encourage you to find opportunities to learn with and through
others. Explore [Navigate’s Study Buddy](https://navigate.unt.edu) tool to join study groups. Maximize your learning with our coaching staff at the Learning Center.

**Academic Integrity**

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). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours.

**UNT Policies**

**Student Academic Integrity Policy**

The University of North Texas promotes the integrity of learning and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In the investigation and resolution of allegations of student academic dishonesty, the University’s actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence.

**Academic Integrity Standards and Consequences**

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.

**ADA Accommodation Statement**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](http://www.unt.edu/oda) website. You may also contact ODA by phone at (940) 565-4323.

**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 Blackboard 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. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

Access to Information

Eagle Connect Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/

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 [insert administration dates] of 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 at spot.unt.edu or email spot@unt.edu.

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 or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.
ART 4620 Grant Writing and Arts Funding
Section 4620.001
SYLLABUS CONTRACT

Printed Name_______________________________ Student ID#___________________

Phone_______________________________ email____________________________

Acknowledgment
I have read the syllabus and understand what is expected of me in this course. I understand the course structure, grading, and attendance policies. I have had the opportunity to ask questions. I hereby agree to the syllabus and its provisions.

______________________________________________________________________________

Course Number and Section

______________________________________________________________________________

Signature ____________________________________________ Date