**Art Agreement Form**

Upon receiving a Student Arts Grant, you will be asked to sign an artist agreement form, which you will receive at the orientation or via email afterward. Please fill out and sign the form and return to Stanford Arts. Digital (scanned) forms are also acceptable.

**Budget Adjustments for Your Project**

You are required to stick to your itemized budget outline for all purchases for your project. Small adjustments in price are expected though, so we understand if the price of paint has changed over the quarter (for example). If you have a major change to your project’s budget, you will need approval from Stanford Arts to adjust your project’s scope.

**Issuing Grant Funds**

Student Arts Grant funding is not intended for travel or lodging expenses or for major equipment purchases. Student Arts Grant funding does not generally pay for stipends or hiring professional.

Student Arts Grants are only funded on a reimbursement and/or direct charge basis:

1. **Reimbursement**: The project representative make purchases and then turn in receipts to be reimbursed. Receipts should be turned in promptly (fewer than 60 days from purchase) in order for them not to be taxed. You will either receive a check at the address you have listed in StanfordWho, or if you have direct deposit set up (check Axess) then your stipends will be deposited directly into your account. Direct Deposit generally goes faster than reimbursement by mail.

2. **Direct charge**: Examples include
   - Making an online purchase or placing an order through a company
   - Using a campus service (such as Event and Labor Services, Parking and Transportation, or Custodial)

In these situations you will need to work directly with Stanford Arts to coordinate payment. Please contact Sabrina Wilensky (swilensk@stanford.edu) early in the process to obtain the necessary information to process the transaction(s).
Documenting Your Project

You are required to document your creative process during the production of your grant (photos, video, written). Upon completion of your project, you are required to submit a final documentation summary to Stanford Arts. This summary should include photos, video, and/or recordings, and a short written summary on your completed work – a reflection on the process of the grant and your project’s final form. Your final report can be submitted online at: http://web.stanford.edu/~swilensk/grantreport.fb

Showcasing Your Project

You are required to present your final project through performance, exhibit, poster session, talk, or other avenue. Presentation, whether performance or exhibition, should be made at a campus venue accessible to the Stanford community. Stanford Arts will assist in locating opportunities when possible. Productions can take place anywhere on campus, especially residence hall spaces. For suggestions about appropriate spaces, you may want to consult the SAL or ASSU websites. You can also use the new reference list at: http://arts.stanford.edu/for-students/arts-spaces/

Promotion Guidelines

As a recipient of funds from Stanford Arts, all your promotional materials (flyers, e-Flyers, e-Blasts, posters, etc) must clearly display the Stanford Arts logo. Various color schemes of the logo are available to suit your design needs. To download logos, please visit: http://arts.stanford.edu/logos

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<tr>
<th>For Electronic Promotional Materials</th>
<th>The logo must stand alone and may not be combined with another logo or used as part of verbiage (in a sentence, slogan, etc.)</th>
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</thead>
<tbody>
<tr>
<td>For Physical Promotional Materials</td>
<td>The logo must stand alone and may not be combined with another logo or used as part of verbiage (in a sentence, slogan, etc.) Do not print the logo less than 1.5&quot; wide.</td>
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<tr>
<td>Physical Event/Exhibit Materials</td>
<td>If using the logo is not possible due to limited space, then you may write &quot;Sponsored by Stanford Arts Office of the Associate Dean&quot; in the font used throughout the collateral.</td>
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<tr>
<td>Stanford Events Calendar Listing</td>
<td>If the material is a program, playbill, placard, or handout, then you must use the line &quot;Project supported by Stanford Arts Office of the Associate Dean&quot; in the sponsor section of the material.</td>
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<td>If you would like to include your event in the Stanford Events Calendar’s arts section, please send any electronic promotional materials (including images) to Sabrina Wilensky (<a href="mailto:swilensk@stanford.edu">swilensk@stanford.edu</a>) at least one week before the event.</td>
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