

ARTS+JUSTICE STUDENT GRANTS 2022-23

Guidelines for Creating a Strong Budget Proposal

The Arts + Justice Student Grants fund undergraduate and graduate students as they investigate urgent matters around justice issues and the arts. Awards range from \$200-\$1,500. A strong application will include a detailed list of proposed expenses using the template found on the SAI website: <https://arts.stanford.edu/arts-institute/arts-justice/student-grant/>.

HOW TO LIST A PROPOSED EXPENSE

Proposed expenses should be specific. This means that students should research the items they would like to purchase, provide a link whenever possible, and calculate the cost of the item, including taxes and shipping.

For example, if a student plans to create a set of paintings, canvases might be included on their list of proposed expenses. A **strong proposal** would look like this:

#	ITEM (please include description and purchasing link)	PRICE PER ITEM (actual, or estimate if not possible)	QUANTITY	TOTAL PROPOSED AMOUNT
1	MAHITOI 24 x 36" canvas	34.99 + tax	3	115.00

This applicant has researched the kind of canvas they'd like to use and linked to a reputable vendor. They've included a specific price, the number they'd like to purchase, and have estimated the tax for an accurate total cost.

A **weak proposal**, by contrast, would look like this:

#	ITEM (please include description and purchasing link)	PRICE PER ITEM (actual, or estimate if not possible)	QUANTITY	TOTAL PROPOSED AMOUNT
1	2x 3' canvases		3-5	75.00

Even though the second proposal is lower in cost, the lack of details and inaccurate estimating makes it unlikely to receive funding.

ELIGIBLE EXPENSES

The Arts + Justice Student Grant is able to cover project materials such as art supplies, books, and equipment not already available at Stanford. Specific examples of expenses include:

- Art making materials (paint, clay, paper, pens, fabric, photography paper)
- Books
- Music licenses
- Microphones, Lighting equipment, lenses or other equipment not available at Stanford
- Soundproofing material, theatrical set props
- Paper and pens

INELIGIBLE EXPENSES

Due to limited funding, we are unable to cover the following:

- Honoraria or fees to non-Stanford individuals
- Payments to Stanford affiliates (students, faculty, staff, postdocs)
- Software that is available for free at Stanford
- Travel-related expenses

All sponsored activities must comply with Stanford University's most recent COVID policies, which can be found at: <https://healthalerts.stanford.edu/covid-19/>

PURCHASING EQUIPMENT & SOFTWARE

Before proposing equipment or software, students should consult the following resources to determine whether such equipment is available for free on campus:

- Equipment Lending Library: arts.stanford.edu/lending-library
- Tech Desk at Lathrop Library: <https://thehub.stanford.edu/services/welcome-tech-desk>
- Computer Lab Software: <https://thehub.stanford.edu/services/available-software>

In general, if software or equipment is already available for student use, such items will not be approved on the proposed budget. If these are not sufficient to meet the needs of the project, students may use the space at the bottom of the proposed expense form to petition to purchase or rent equipment by submitting a justification that includes:

- Purpose of equipment and how it supports the project
- What comparable equipment (if any) is available at Stanford and why it is not sufficient for the needs of the project

PAYMENT OF FUNDS

All proposed expenses must be listed on your Proposed Expenses Form and approved by Stanford Arts Institute in order to be considered for the grant. New expenses will not be considered after the initial Budget Proposal request submission.

Non-Equipment Items

After approval by the Stanford Arts Institute, non-equipment items listed on your Budget Proposal will be paid for up front by Stanford Arts Institute through a stipend. At the beginning of Winter quarter you will either receive a check at the address you have listed in Axess, or if you have direct deposit set up in Axess your refund will be deposited directly into your account.

Equipment Purchases

All equipment (cameras, lenses, special lighting, etc) must be purchased through Stanford Arts Institute. If you are awarded a grant, Program Associate Heidi Lubin will contact you to confirm details of the equipment and place the purchase order. Once the equipment arrives, you will need to pick it up from the Stanford Arts Institute, sign an equipment rental contract, and return all equipment by or before the end of the Spring quarter.