Smucker•Wagstaff Project Scholarship

Purpose
The purpose of the Smucker•Wagstaff Project Scholarship is to encourage and support innovative and ambitious creative work that goes beyond the work students might typically be expected to or able to conduct during their MFA program without the support of this scholarship. The proposal and review process is designed to give students experience in writing funding proposals. Proposal reviewers will provide detailed feedback about strengths and weaknesses in the proposals. Seek guidance and feedback from your advisors and the proposal reviewers to enhance your proposal writing skills.

Stamps is committed to excellence in graduate education. The Smucker•Wagstaff Project Scholarship is designed to help Stamps graduate students achieve excellence by providing support for ambitious and far-reaching creative work and research that advances students toward their degree.

The scholarship will help defray costs of conducting clearly defined research and preparations for creative work, and the production of creative work that is relevant to the advancement toward the student’s degree and that is especially innovative and ambitious.

Eligibility
- A graduate student in the Stamps School of Art & Design
- A graduate student in good academic standing, making satisfactory progress toward his or her degree and with no incomplete grades
- The proposed creative work research or activity directly relates to and helps achieve progress toward the degree
- Limited to one grant per academic year for each graduate student, not to exceed two grants during the student’s degree program

Award Amount
- Maximum of $3,000

Deadline
- 8am, Monday, November 16, 2015

Application Procedure
Submit one PDF document to Wendy Dignan at wwilks@umich.edu that includes the proposal text, proposal budget and 5 images.

Seek guidance and feedback from your advisor while preparing your proposal.

Proposal Text
Answer the following questions (response fields will not allow you to enter more than the indicated word limits).

1. Provide a concise project abstract, describe what you will do and the final form the project or work will take. (100 words)

2. Describe your proposed project. (500-700 words)
a. Describe what you will do. Expand on your project abstract description above, you may use the same text. Describe the context of your work.
b. In what way is this project innovative, ambitious or original? What kind of impact – artistic, civic, intellectual etc., do you hope your project will have?
c. How might your project act as a catalyst for your artistic growth and as preparation for your thesis work?
d. Identify the experiences you have had that substantiate your ability to carry out your proposed work. How does your previous work inform your proposed project?
e. How will the Smucker•Wagstaff Project Scholarship enable you to expand your creative work beyond what it could be with funding already available to you?

3. Submit a budget that matches the activities described in the proposal.
   a. 1 spreadsheet
   b. 1 justification page with 150 words maximum

Proposal Budget
Submit a budget that matches the activities described in the proposal. Include:
   1. Spreadsheet listing or table of proposed expenses (as PDF file)
   2. Justification page explaining the need for major expenses or unusual items (150 words)

If the total anticipated costs are greater than the amount requested, then list in the table the other resources supporting those remaining expenses. If funding is being requested from multiple sources, list those sources in the table and indicate whether they are pending or confirmed sources.

Proposal Images
Attach up to 5 jpg images that support this proposed work.

Selection Criteria
Criteria for funding will include:
   1. Innovation, ambition, originality, and reach of the proposed creative work
      a. Potential artistic, civic, and intellectual impact of the creative work being proposed
   2. Value and fit (appropriateness) of the project for the student's graduate school and career goals
      a. Qualifications of the student to carry out the proposed work
   3. Clarity and coherence of the proposal
      - Relevance and reasonableness of the budget request for the proposed activities

Priority will be given for projects that include the active production of creative work in addition to research and preparation for its production.

Priority will be given for projects that do not have other funding opportunities from Stamps, such as the International Travel Grant.

Applications requesting funds to attend conferences and residencies will be given a lower priority than requests for research and preparation that include the active creation of work.

The Graduate Program Committee will review all proposals and send decisions by email. Procedures for payment will be outlined in the award notification.

Appropriate Expenses Include*
- Conducting research and gathering resource material
- Participation in residencies and workshops
- Hiring temporary assistants, transcribers, or translators
- Renting or purchasing specialized equipment or computer software not available at the university
- Purchasing materials for the production of creative work
- Off-campus study of foreign languages or specialized methodologies or techniques needed for research and production if the instruction is not available on the U-M Ann Arbor campus

* Limitations and procedures for reimbursement are as shown in the Stamps School of Art & Design Graduate Handbook, Financial Assistance, Discretionary Grants section. Contact the Finance Office to answer questions.

** If a student receives an award that includes purchasing equipment, lab supplies, or software, these items must be purchased by Stamps in accordance with the University's purchasing policies. As detailed by University's policy, the equipment, lab supplies or software will be the property of the University and should be returned to the graduate program upon completion of graduate studies, or earlier if the equipment is no longer needed.

Inappropriate Expenses Include
- Personal emergencies
- Research or creative work unrelated to the graduate program, or conducted after completion of degree requirements
- Travel or expenses associated with a course or course related project taken for academic credit
- Purchase of computers, computer equipment, cameras, camera equipment
- Normal living expenses such as rent, car repairs, childcare, and utilities
- University of Michigan tuition or fees
- All other unallowable expenses as listed in the School of Art & Design Graduate Handbook, Financial Assistance, Discretionary Grants section
- Requests for framing and presentation materials are discouraged unless they are unusually integral to the nature of the work.

Disbursement of Funds
These funds are administered as reimbursements by the Stamps Finance Office in compliance with University regulations as documented in the Stamps Graduate Student Handbook and the University’s Standard Practice Guide http://spg.umich.edu/.

- Funding advances for this grant will only be provided for the travel portion of your proposed budget upon request. Appropriate travel reports must be filed along with appropriate receipts within 30 days after the end date of travel.
- All other funding for this grant will be provided as a reimbursement for expenditure receipts that are submitted within 30 days from the date on the receipt.
- Grant funds are to be used within one calendar year of receipt of award except for third-year students who must incur expenses prior to the Art & Design commencement ceremony at the end of winter term.

Requests for Budget Changes
Changes to approved (awarded) budgets that do not increase the overall award amount and that do not affect the substance of the proposal are allowable. To request such a change, the student will email a modification of the original budget page showing the original as well as the desired change to the Associate Dean for Graduate Education and include a brief justification for the desired change. If the change is approved, the associate dean will notify the student and the finance office by email.

Additional Requirements
Recipients will write a thank you note to recognize the generosity of the Smucker Wagstaff family, sending it to Wendy Dignan prior to receiving the project scholarship funds. Wendy will provide specific instructions for preparing the note.

Recipients will write a two-page report of the creative work research to the Graduate Program Committee within 2 months of completing the research to be collated with reports from other recipients and sent to the donors to document how their generous donation has contributed to students’ development.