

FROSTIC SCHOOL OF ART

VISITING SCHOLARS AND ARTISTS WORKSHOP + LECTURE SERIES APPLICATION FORM & REQUIREMENTS

The Frostic School of Art's Visiting Scholars and Artists Program provides funding for distinguished scholars and artists to visit campus and interact directly with faculty and students. Visiting artists and scholars also conduct workshops, seminars and/or forums, and present a lecture that is open to the Frostic School of Art and College of Fine Arts community as well as Friends of the Richmond Center for Visual Arts.

FACULTY SPONSOR RESPONSIBILITIES:

- The faculty sponsor is responsible for arranging all travel, lodging and dining provisions before, during and after the artist's visit to WMU. Please note that it is in fact the visiting artist/scholar who will purchase his or her travel accommodations (i.e. plane tickets, for which they will be reimbursed), but the faculty sponsor is responsible for overseeing, advising the artist/scholar and assisting with this process.
- The faculty sponsor must contact the exhibitions office to reserve an RCVA lecture room. Critique spaces and rooms in South Kohrman Hall must be reserved through the FSoA office. Approval of this application does not automatically reserve FSoA facilities for visiting artist functions.
- The Visiting Scholars and Artists Program (RCVA Exhibitions) will administer the artist's independent contract, i.e. contact the artist after they are selected and process the artist or speaker's invoice. The artist will need to cover all expenses (including airfare, hotel deposits, etc.) prior to the visit. The reimbursement for the artist/speaker's expenses is folded into the honorarium; i.e. the artist will receive payment—reimbursement of travel expenses + speaker/artist's stipend/fee—only after the visit is complete. Supplies and materials from the area or department must be included in the budget request in order to be reimbursed. The faculty sponsor is responsible for requesting reimbursement for expenses incurred by their area after the visit is complete.
- All travel, lodging and *per diem* expenses must be included in the total honoraria amount requested on this application. All expenses, including *per diem* expenses for the artist and for the faculty sponsor(s), must be included in the budget request.

- Marketing the visiting artist’s talk and public program is an essential aspect of the program’s reach and success. Faculty members who host the visiting artist or speaker must market the program through social media, digital announcements, and other means. RCVA will support the faculty sponsor in their marketing efforts.
- If the faculty sponsor elects to design and print posters or other hard copy advertisement, funding for poster design and printing must be included in the budget request in order to be reimbursed.

APPLICATION PROPOSAL DEADLINE:

Please submit this application electronically to Indra Lācis, Director of Exhibitions, by Monday, November 21, 2016.

The Exhibitions Advisory Committee—comprised this year of Bill Davis, Adriane Little, Vince Torano, and Cat Crotchett—will review the applications and determine which proposed speakers and/or artist visits will be funded by the program. You will be notified of the status of your application the week of December 12th. Funding is equally divided between the fall and spring semesters to present visiting artist presentations to students throughout the academic year.

*retain this page for reference and keep a copy of the application for your records

**VISITING SCHOLARS AND ARTISTS WORKSHOP/LECTURE SERIES
APPLICATION FORM**

Date of Application: _____

Sponsoring Area(s):

Faculty Sponsor:

Name of proposed scholar/artist:

Scholar/artist email address:

Proposed dates of scholar/artist visit:

Is the scholar/artist a US citizen? Yes No

NOTE: If the artist is not a US citizen, he or she will most likely be subject to 30% Federal Income Tax withholding. The artist can file a 1040NR form with the IRS at the end of the year to apply for a refund.

PROFILE // Visiting Scholar / Artist

Please note that the information you provide below will be used for promotional purposes including but not limited to press releases and website updates. Please ensure the accuracy of the content, spelling, etc.

NAME: _____

WEBSITE: _____

BIOGRAPHY:

IMAGES // As part of this application, please attach three (3) .jpeg images of the artist's work that best represents their practice. Include a caption or credit for each image. Images must be submitted separately from the document. Please attach them with your email submission.

1. Proposed description of activities.

Please include a thorough, nuanced description of what the artist or scholar's visit will comprise. Detail the scope and nature of the proposed workshop or studio activity.

Is this artist/scholar's visit primarily for the sponsoring area or will it be open to all Frostic School of Art students? Who is the intended audience?

2. Itinerary

Submit a proposed schedule of activities (day by day, please include dates) in which you identify locations, times, etc., of where the above described activities will take place.

3. Budget

Changes regarding budget accountability within the College of Fine Arts and Western Michigan University more broadly now require that faculty and staff itemize budgets as specifically as possible. Filling out the below budget as carefully as possible will help ensure that all portions of this proposal are funded.

EXPENSES:

Scholar/artist fee \$ _____

This charge refers to the fee that the artist or speakers requires for their talk and the workshop, i.e. their stipend.

Travel Expenses:

Cost of transportation \$ _____

Include airfare and cost of transportation to/from airport. If scholar/artist will travel by car, attach a Google Maps printout showing mileage to/from their residence. WMU pays the standard mileage rate designated by the IRS. If you have **any questions** about what might be problematic for reimbursement of travel expenses, contact Julie Ford (julie.ford@wmich.edu / x7-2437) to inquire.

Scholar/Artist *per diem*:

Artist/Scholar *per diem*: \$ _____

WMU covers 75% per diem for travel days (first/last day) and 100% per diem for days on campus. Current WMU per diem is \$46 per day. Please calculate accordingly.

Lodging:

Will the scholar/artist be a guest at the faculty sponsor's home? ___ Yes ___ No

If "no," how many nights will the scholar/artist be here? _____

Where will they stay? _____

Please provide an accurate estimate of lodging costs for your scholar/artist. Below are estimates for popular lodging options. Please contact them for an estimate prior to submitting your application. Include all "hidden fees." Make reservations in advance.

- The Oaklands charges \$100-110 per night. If you want to lodge your scholar/artist there, you need to make a reservation well in advance. Call 387-4073
- The Comfort Inn charges \$100-110 per night. Call 384-2800
- The Kalamazoo House B&B (next to KIA) charges \$159-179 per night. Call 382-0880
- The Radisson charges \$159 (single occupancy) Call 343-3333

Cost of lodging: \$ _____

Marketing Materials:

Faculty sponsors are responsible for the design and printing of posters or any marketing materials. If you contact the Design Center well in advance, they can help you find a student to design your printed materials. Call Dave Marlatt at 387-2435 for more information. Visit the Print Center (3rd floor, RCVA) for an estimate of printing costs.

Please be aware that we can easily send a digital e-blast free of charge. You can also generate enormous buzz about the event via social media including Facebook and Instagram.

Cost of marketing materials: \$ _____

Supplies/Materials for visit:

Include an itemized list of supplies and materials needed for demos, workshops, etc.

Cost of support materials: \$ _____

Faculty sponsor *per diem*:

Name(s) of host(s):

Sponsoring faculty's *per diem* \$ _____

Please itemize the meals for which you'll request reimbursement.

Use these WMU rates for your estimate

\$11 for breakfast

\$12 for lunch

\$23 for dinner

\$5 for incidentals (including tips)

Receipts are required for reimbursement.

Receipts that include alcoholic beverages will not be accepted.

Keep alcohol on a separate bill.

Other Expenses

Provide a thorough description of any additional expenses:

Other expenses: \$ _____

The total proposed cost is the sum of the following budget lines:

- artist/scholar fee: _____
- + cost of transportation: _____
- + artist/scholar *per diem*: _____
- + lodging costs: _____
- + cost of marketing materials: _____
- + support materials: _____
- + faculty *per diem*: _____

TOTAL PROPOSED BUDGET: \$ _____

OTHER SOURCES OF SUPPORT:

List other funding source(s) and amount(s) pledged to cover expenses for this visit.

SOURCE: _____ AMOUNT: \$ _____
Requested ___ Confirmed ___

SOURCE: _____ AMOUNT: \$ _____
Requested ___ Confirmed ___

SOURCE: _____ AMOUNT: \$ _____
Requested ___ Confirmed ___

NOTE: Registered Student Organizations may be able to partner and provide different sources of support. Please also visit this link for additional funding opportunities:

<http://www.wmich.edu/facultydevelopment/awards/visitingscholarsartists>

**TOTAL SUPPORT REQUESTED FROM VISITING ARTIST & SCHOLARS PROGRAM
(minus additional confirmed revenue or outside support):**

\$ _____

Faculty Sponsor Signature

Date