



College of Liberal Arts
University of Nevada, Reno
School of the Arts

School of the Arts Visiting Artist Fund

The School of the Arts Visiting Artist Fund provides matching funding to departments and programs within the School of the Arts.

Completed request forms and budgets should be submitted directly to the director of the School of the Arts at least two months prior to the project. This timeline allows for adequate planning and marketing of the proposed project.

Projects must include artist-in-residence activities such as workshops, master classes, lectures, demonstrations or other educational activity geared for university students and also open to the public. A public performance/exhibition/activity is also encouraged but not required.

Projects must match in cash, dollar for dollar (1:1), School of the Arts funds that are awarded. Matching funds will not be transferred to the applicant until after the final evaluation form is submitted (at the end of the project).

Project directors must include sponsorship credit in project marketing and programs by utilizing the School of the Arts logo or include this statement: “(Visiting Artist name)’s appearance is partially sponsored by the University of Nevada, Reno School of the Arts Visiting Artist Fund and (your department name).” If no program exists, please verbally acknowledge the School of the Arts when introducing your guest artist at funded activities.

Project directors must notify CJ Walters of project details in order to incorporate into School of the Arts marketing efforts and to receive School of the Arts Audience Questionnaires to evaluate the project.

Funded projects must submit a final report to the director of the School of the Arts prior to receiving funding. Final report must include submission of completed Audience Questionnaires and marketing materials.

School of the Arts Visiting Artist Funding Request

Requesting Department _____

Responsible Faculty Member _____

Chair's Approval _____

Project Title _____

Project Date _____ Anticipated Attendance _____

Where project will take place _____

Project Description (500 words or less)

Summarize your project for which you are requesting funding, explaining its purpose and goals.
Explain why this project is important to your organization and how your participants will benefit.

Project Budget

Expenses	
Visiting Artist Fees	
Travel	
Marketing	
Misc	
Total Expenses	
Matching Funds	
Department:	
Other:	
Total Matching Funds	
Amount requested from School of the Arts (note: SOTA funds may not exceed 50% of entire budget)	
Total Matching/SOTA Funding	

Supplemental Materials (Please attach artist bio and other supplemental materials)

School of the Arts Visiting Artist Fund - Final Report

Requesting Department _____

Responsible Faculty Member _____

Project Title _____

Project Date _____ Actual Attendance _____

Transfer funds to account number _____

Project Summary (500 words or less)

Summarize your project as it occurred and explain whether you met your goals.

Budget

Expenses	Anticipated	Actual
Visiting Artist Fees		
Travel		
Marketing		
Misc		
Total Expenses		
Matching Funds		
Department:		
Other:		
Total Department/Other		
School of the Arts Funding		
(note: SOTA funds may not exceed 50% of entire budget)		
Total Matching/SOTA Funding		

Please include any marketing materials and programs referring to this project.

Please include completed Audience Questionnaires with this final report.