College of Fine Arts Guest Artist/Guest Lecturer Grant

Purpose: Grants to provide funding to bring prominent and influential guest artists and/or guest lecturers to TCU's campus to provide exceptional experiences and opportunities for students, faculty, and staff.

Eligibility: College of Fine Arts full-time faculty and staff.

Award: Up to $10,000 of funding for guest artist/lecturers to include, but not limited to, fees, travel, lodging, meals, and other potential costs associated with the visit.
- Award funding will be transferred to the faculty member's department/school budget
- It is the responsibility the department/school hosting the guest to manage the guest artist/lecturer itinerary and requirements including contracts and travel arrangements.
- Preference will be given to departments/schools not hosting a Green Honors Chair during the academic year.

Applications must include:
- College of Fine Arts Grants Cover Sheet
- Project proposal (no more than 3 pages double-spaced) that includes
  - a description of the guest artist/lecturer and the proposed events they will bring to campus
  - how this project will benefit your students, department/school, and/or the college
  - how this project will make use of resources beyond those regularly available at TCU
  - why the expenses included in the budget are necessary
  - Short bio or CV of the proposed guest
- Itemized budget
- Updated CV in TCU format of the person applying for the grant

Application Procedure: Applications must be compiled as a single pdf and emailed to the Dean's Office (t.rohrer@tcu.edu). Proposals are due at the following times:
- Second Monday in November for visits taking place during spring semester
- First Monday in April for visits beginning during the fall semester

Requirements:
- A final project report must be sent to the Dean's Office and the appropriate department/school chair/director within 30 days of the conclusion of the funded project. The report should describe how the grant was used and the impact of the grant.
- All expenses and reimbursement forms for awards must be submitted within 30 days of the conclusion of the project and no later than the third Monday in May so that they may be processed before the close of the fiscal year at the end of May.

- Any changes to the approved budget or scope of the project must be reviewed by the Associate Dean for Research and Faculty development and approved.
- Applicants may only apply to one CFA grant category in any given academic year (with the exception of the Programming Grants Supporting Diversity, Equity, and Inclusion)