

## AWARD GUIDELINES

### Wickersham-Burrowes Fund for Excellence in the Arts

#### Statement of Purpose and Guidelines

The Wickersham-Burrowes Fund for Excellence in the Arts was established to encourage and facilitate projects enriching the educational experience of Millersville students pursuing projects in the arts.

Awards will be made to students or faculty, with **priority** going to proposals requesting **non-tuition** support such as, but not limited to:

- National or international student study abroad
- Student instrument rental or purchase fees
- Student art supplies

Second preference will be given to students requesting tuition support. These funds, awarded as scholarships, will go to students majoring in the arts with demonstrated financial need.

Examples of programs qualifying for consideration:

1. On- or off- campus research, performances, competitions, exhibits or other professional development or scholarly activities contributing to the student educational experience, including student travel-abroad;
2. Active participation in conferences, symposia, and other meetings;
3. Field trips to museums, galleries, theatres, and other cultural settings;
4. Tuition assistance for continued enrollment at Millersville, or tuition assistance for student travel abroad programs.

#### Awards

Applicants may ask for up to \$5,000.

Awards will be made on a reimbursement basis. Awardees will be required to submit a short final report and receipts or other proof of expenses to receive reimbursement. Final reports and receipts, etc. can be submitted to Rene Munoz, Director Sponsored Programs at [rene.munoz@millersville.edu](mailto:rene.munoz@millersville.edu) or can be delivered to Lyle 345.

Equipment purchases can be considered under this grant. Any equipment including instruments purchased with award funds must be returned to the office of Sponsored Programs and will become the property of the College. Exceptions may be made at the discretion of the committee.

Recipients of Wickersham-Burrows fund are strongly encouraged to present at the Made in Millersville within a year of the award. If a student receives this award in the Fall semester and is graduating in December, then they must make arrangements with their faculty sponsor for the work to be shown at Made in Millersville in the Spring following the award.

Awards are renewable, but a new application is required each year.

#### Application and Award Procedures

Applications will be accepted on a rolling basis.

The Director of the Office of Visual and Performing Arts, who will serve as chair, will assemble an *ad hoc* committee MU arts faculty **twice** a semester to evaluate the proposals and make awards to all, some or none of the proposal received in the prior months. The committee will make funding recommendations to the chair, who will have final authority in making awards.

The committee and chair have the responsibility of awarding the most competitive and compelling proposals and will exercise discretion to ensure that only the highest quality and most impactful projects are funded. That said, the preference is to make a small number of larger awards, though this will not preclude either smaller (<\$1000) or larger (>\$2000) requests from consideration.