

# **SUDLER FUND GUIDELINES 2005-2006 ACADEMIC YEAR**

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## **1. GENERAL INFORMATION**

The Sudler Fund was established in 1986 to provide support for the creative and performing arts in Yale's residential colleges. The Committee on the Creative and Performing Arts of the Council of Masters administers the Sudler Fund and welcomes proposals from students for creative arts projects in the colleges.

Sudler funds may be used to support **on-campus** dramatic, musical, dance, video or film productions, literary publications, and exhibitions. Ideally, productions should be held in the residential colleges; if that is not possible, productions must take place on campus.

The Committee on the Creative and Performing Arts meets at the beginning of each term to review student proposals and determine awards. The committee conveys their decisions in writing to each Master who in turn informs his or her students. The Committee particularly draws applicants' attention to Item 2F, below, for a general list of expenses the Sudler Fund does not support.

## **2. FINANCIAL GUIDELINES**

- A.** A project Treasurer must coordinate all finances for a Sudler project.
- B.** The Treasurer must be a member of the sponsoring college.
- C.** Only the Treasurer is allowed to submit reimbursement requests.
- D.** If a vendor who does not have an established contractual agreement with the University is used, University purchasing guidelines must be observed.

- E. Reimbursement requests must be submitted to the Master's Office by the last day of the Reading Period for the term a project was awarded in order to meet processing deadlines. For this academic year these dates are Friday, December 9, 2005 and Monday, May 1, 2006. Exceptions may be granted by the Master. See Guidelines for the Treasurer for the limits on the number of reimbursement submissions.
- F. Sudler funds may **not** be expended on the following items. Additionally, the Committee reserves the right to disallow spending on other items not explicitly listed below.
1. Purchase of equipment or picture frames
  2. Support of visits by outside artists
  3. Purchase of food for props or receptions
  4. Rental of off-campus sites
  5. Support travel or transportation costs
  6. Production of recordings/music videos
  7. Pay for projects proposed after they have taken place
  8. Pay for professional/appearance fees, wages, honoraria or awards

### 3. **THE PROPOSAL PROCESS**

- A primary proposer (e.g., producer, director, editor, lead actor) of the project and the Treasurer must be a member of the college that sponsors the proposal.
- A student cannot be a primary proposer for more than one project per term.
- Students must submit the following to the Master's Office.
  - a. A completed typed or hand-written Sudler Funding Proposal Form (available from your Master's Office and on the web at [www.yale.edu/councilofmasters/awards](http://www.yale.edu/councilofmasters/awards)).
  - b. A typed brief project description of *no more than one-page in length*.
- Proposals submitted to multiple colleges must be indicated as such on the proposal form. Failure to indicate submission to multiple colleges may lead to the project being eliminated from funding consideration.
- If a proposed production will be staged outside the proposer's college, an explanation of how it will enhance the artistic life of the college and how members of the college will be involved should be included in the proposal.

### 4. **BUDGETARY GUIDELINES**

The Master's Senior Administrative Assistant of the sponsoring college will coordinate the finances of a Sudler project with the project Treasurer. For this reason, the Treasurer must be a member of the sponsoring college. Instructions for the budget portion of the proposal follow:

- A. Include only the items for which Sudler funding is being requested,
- B. Disclose other sources and amounts of funding (e.g., departmental subsidy or UOFC funding),
- C. There is a \$50 maximum on miscellaneous expenses,
- D. There is a \$150 maximum on publicity costs: tickets, programs, invitations, table-tents, posters, and advertising for auditions or submissions; and
- E. Requests for additional funding will not be considered after the proposal is approved.

## 5. ADMISSION FEES

Admission may not be charged for Sudler-sponsored projects.

## 6. GUIDELINES FOR SPECIFIC TYPES OF PROJECTS

### A. PLAYS

The proposer should recruit as many of the staff and cast as possible from the sponsoring college. If a play is to be staged outside the sponsoring college, the proposer must show how it will enhance the artistic life of the college and how members of the college will be involved. Recipients awarded money for theater projects must offer the props and costumes from the production to James Brewczynski in the Office of Undergraduate Productions.

The grant for a play is up to **\$1,200**.

### B. PUBLICATIONS (Books & Magazines)

1. Residential College Arts and Literary Magazines: Colleges may sponsor residential college and other arts and literary magazines--college yearbooks or facebook pages are not eligible. The number of copies allowed for any publication may not exceed 300. A print budget, with all publication costs detailed, must be submitted with each publication proposal.

The grant for a college's designated literary magazine is **\$2,000** per year.

The grant for a publication (campus-wide included) is up to **\$1,200** per year.

2. Campus-Wide Publications: Initial, one-time funding of **new** campus-wide publications will be at the discretion of the committee. Publications that appear under new names or publications that do not enhance the arts are not eligible.

### C. CONCERTS

The standard expenses for concerts are publicity, payment for rights, and the purchase of parts. Accompanists may not be paid with Sudler funds. The Yale Music Library should be consulted before purchasing parts.

The grant for a concert is up to **\$500**.

### D. VIDEO and FILM

The proposer should recruit as many of the staff and cast as possible from the sponsoring college. In addition, proposers should explain how the video or film will enhance the artistic life of the college and must have a clear plan to show the finished video or film to a college audience.

The grant for a video or film is up to **\$1,200**.

## **E. DANCE**

Dance performances should be held in the proposer's college whenever possible. If the college does not have suitable facilities, the proposer should show how a performance held at another campus location would enhance the artistic life of the college and how members of the college will be involved.

The grant for a dance recital is up to **\$1,000**.

## **F. VISUAL ARTS**

The proposal should explain how an exhibit of art, photographs, or sculpture would enhance the artistic life of the college and how members of the college will be involved. The exhibit should be mounted in the proposer's college.

The grant for a visual arts project is up to **\$500**.