

DEPARTMENT OF THEATRE, FILM, AND MEDIA ARTS

Application for Undergraduate Special Project Grants

The Department of Theatre, Film, and Media Arts provides small grants to support the research, scholarship, and professional development of current undergraduate students enrolled in the department's major degree programs. Funds may support costs associated with internships, workshops, conferences, summer festivals, or other special projects.

TIMELINE

Applications for Undergraduate Special Project Grants are accepted on a rolling basis. Applications will be reviewed during Autumn and Spring terms only, but projects may take place at any time during the year. During these terms, students will be notified of a decision within 2-3 weeks. We recommend that students submit an application at least two months before the earliest date associated with your request.

APPLICATION AND REVIEW PROCESS

1. Meet with a faculty member to discuss your application. Applications that have been discussed, thoughtfully written, and have a faculty champion are more likely to receive funding. We recommend meeting with a person whose area is most closely related to your project or travel. (Example: meet with a member of the Design & Technology area for support to attend USITT.) If you would like a recommendation on which faculty to speak with, please contact Academic Program Coordinator, Logan Kelly, at kelly.472@osu.edu or 614-247-7045.
2. Applications should be submitted by email to theatre@osu.edu. Please include a completed application form (including a detailed budget) and a current resume. Applications must be signed by your faculty contact upon submission.
3. Once the application is submitted, a faculty committee will consider all applications. The Design & Technology area considers awards to be made from the Kirby Kennedy Wyatt II Fund, and the Curriculum Committee considers all other applications. Award amounts are dependent on the number of qualified applications and available funding. Committees make award recommendations to the Chair, who approves the award.
4. The Academic Program Coordinator will notify the applicant of committee's decision and next steps. All recipients will be required to submit a short final report and photo following within 30 days following the project or event.

DISBURSEMENT

Funds may be awarded as a scholarship, as reimbursement/payment of travel expenses, or the department can prepay certain project expenses. Following notification of the award, the student must meet with the Department of Theatre staff to provide information regarding disbursement of funds. Students may be required to work with the Department Manager to create a Spend Authorization and ensure your project complies with the University's [Travel Policy](#).

FUNDS

Funding for Undergraduate Research and Special Project Support in the Department of Theatre comes from the Aida Cannarsa Snow Endowment Fund: Established February 7, 2003, from her estate through The Foundation. Income provides need-based scholarships to undergraduates/graduates with a major or specialized interest in the Departments of Art, Art Education, History of Art, Theatre or Dance.

The Kirby Kennedy Wyatt II Scholarship Fund in Theatre Technology and Design provides scholarships to students who have demonstrated exceptional talent and ability in theatre and who are pursuing a major in Theatre in set, costume, lighting or sound design. The fund may also be used to provide financial grants in the form of travel expenses, conference fees, and exhibition support for participation in professional conferences.

Questions about the application, the review process, or disbursement should be directed to Logan Kelly, Academic Program Coordinator at kelly.472@osu.edu.

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PROJECT DETAILS

NAME

OSU EMAIL

MAJOR/MINOR(S)

ANTICIPATED GRADUATION DATE

PROJECT START DATE

PROJECT END DATE

PROJECT PROPOSAL

Does this experience fulfill a degree requirement (i.e. Experiential Learning Requirement) or is it related to an Honors or Distinction project?

Include a statement of 200-500 words to describe your opportunity.

Please explain why this project, internship, conference, or experience is important to your course of study and describe your goals and/or anticipated outcomes. Be as detailed as possible. Include the name of the organization you will be working and/or studying with, if applicable.

Does your project involve travel? If yes, please include the location you will be traveling to:

Have you applied for or received funding from any other source? (i.e. If so, please list each source and whether funding is confirmed or tentative.

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BUDGET

Please include all expenses you might incur for this project/opportunity even if you are not including all expenses in your request. The committee would like to know the full scope of the expenses to better inform funding decisions. We recommend referencing the University's [Travel Website](#) for helpful information about planning academic and business travel.

Transportation	Amount	Details
Airfare		Depart ___/___/___ Return ___/___/___
Taxi/Shuttle/Train/Subway		
Rental Car		\$___/day x ___ days
Parking		\$___/day x ___ days

Lodging	Amount	Details
Single		\$___/nt x ___nts x ___% tax
Double		\$___/nt x ___nts x ___% tax ÷ 2

Conference/Event Fees	Amount	Details
Membership Dues		
Registration Fee		

Other Expenses	Amount	Details
Meals / Per Diem		
Baggage Fees		

TOTAL:

I have reviewed the project proposal and support this request for departmental support.

Faculty Signature _____ **Date** _____

I verify that all the information is submitted is correct to the best of my knowledge. I understand that funding is awarded to support this specific project. If the project is not completed or does not take place, I will alert the Academic Program Coordinator and may not be entitled to awarded funds.

Student Signature _____ **Date** _____