Elon University School of Communications
Undergraduate Creative Project Grants

The School of Communications encourages students to develop high-quality creative and innovative projects and to showcase their work in professional and academic competitions. Each year, limited funds are made available through a competitive review process conducted by the School of Communications Awards and Competitions Committee. The grants are designed to support three types of student activities: 1) development of competitive projects through production assistance, 2) payment of submission fees, and 3) travel assistance to competitions. Students may apply for each type of support in separate applications.

To be considered for grant funding, the project must have originated through the initiative of an individual or a group of Elon University Communications students. Potential projects may include work created as part of a university-sponsored student media activity or a School of Communications organization, as an independent project, or as an assignment in a course. A faculty or staff mentor must approve all applications.

The committee will determine project eligibility upon receipt of the application. The committee recommendation will be submitted to the dean’s office as a recommendation for funding. Each category is described in greater detail below.

This grant initiative augments the ample School of Communications support for creative production through access to facilities and software, faculty and staff mentors, and high-quality production equipment available from the Office of Television Services.

Eligibility

1. **Current students majoring in the School of Communications.** Current students are eligible for support of project creation, competition submission fees, and travel assistance. Projects may be completed, in progress, or well defined as described in a detailed proposal.

2. **Recent graduates of the School of Communications.** Recent graduates may apply for competition submission fees and travel assistance within the first year after graduation. Projects must have been completed before graduation.

Rules for Production Assistance

$1,000 maximum for projects that may incur major production costs.

$500 maximum for projects that require support for location filming or content acquisition, such as copyright or usage fees.

1. Only projects intended for external competitive review will be considered.
2. In the case of a group project, only one member of the group is to submit an application.
3. Funding will not be provided retroactively. All expenditures supported by this fund must be approved by the committee prior to the expenditure.
Rules for Submission Fees

$200 maximum for a current student or recent graduate of the program. Students may apply for a separate grant for each submission fee up to the $200 limit.

Rules for Travel Assistance to Competitions

Travel awards will be evaluated based on the prestige of the competition, the level of award received, and the estimated cost of travel to the event. The student must pay additional travel expenses. A student may also receive additional funding from other sources, such as student media and communications organizations.

1. Travel support for competitions and juried screenings will be issued based on priority as determined by the committee. Recipients of first, second or third place awards will be considered as priority applicants. The committee will also consider applications for travel support to present work at juried and/or highly selective competitions where judging occurs at the event.
2. Students may apply for travel to multiple competitions. No one student may exceed $1,000 of travel support in an academic year.

Procedures

1. Applications for support of competitive projects, submissions and travel must be submitted to the Awards and Competitions Committee during the academic year (August - May).
2. Undergraduate students may apply separately for each of the three types of financial assistance: project creation, submission, and travel.
3. Requests for funding must be supported by a School of Communications faculty or staff mentor who has provided creative and/or technical support and who endorses the application.
4. Students must submit an itemized budget to the Awards and Competitions Committee that describes in detail how funds will be spent.
5. An application requesting travel support must be submitted at least 30 days prior to travel. Applications received within a 30-day time period will be subject to additional review.
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APPLICATION FORM AND DEADLINES

Applications will be accepted on a rolling basis throughout the academic year with specific deadlines for committee review. The last day to apply for funding to be awarded in the fall semester is the first Friday of November. The priority deadline for the spring semester is the first Friday of March.

Applications submitted between the spring deadline and May 1 will be considered if funds are available. Applications received after May 1 will not be considered for funding. Students will be asked to reapply for financial support when the call for applications opens in the subsequent academic year.

Applications for travel support for an award recipient must be submitted at least 30 days prior to travel.

Application Procedure

1. Fill out the application form and attach all requested documentation (budgets, descriptions).
2. Print the completed form and solicit signatures from signees.
3. Submit all materials to the committee c/o Associate Department Chair Harlen Makemson.

Application Checklist

☐ Fill out all required information on the application form
☐ Submit an itemized budget
☐ State the total amount of money requested from the committee
☐ Declare any additional sources of funding for budget items
☐ Indicate whether the funds are requested for:
  ☐ Travel support to receive an award
  ☐ State what award or prize to be received
  ☐ Travel support to present work at a competition
☐ Submission fee reimbursement request
☐ Production support for projects in progress or at completion
  ☐ Production support for new projects
  ☐ Specify whether the support is for location shooting, content acquisition, or other needs
☐ Make sure all signatures have been gathered upon submission of the form
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Application Form

Student Name _____________________  Elon ID# ________________________________

Campus Box ______ Email ______________________ Phone ______________

Major _________________________________________
Minor ____________________________

Class Year: FY / SO / JR / SR    Graduation Year (if applicable): ______

Faculty/Staff Mentor Name: _____________________________ Extension:  ________

Current Title of Production*: ____________________________________________

Medium/Format/Type: ______________________________________

Other Team Members: __________________________________________________

Amount of funding requested**:  $ _______  Have you received funding from elsewhere? Y / N

* Please attach a brief abstract or description of the project
** Please attach a detailed, line-item budget of all expenses related to this funding request. By providing detail, you will assist the committee in determining the level of funding to be granted.

PURPOSE OF REQUEST (circle/highlight one):

TRAVEL ASSISTANCE / SUBMISSION FEES / PRODUCTION ASSISTANCE

Is work associated with a class? Y / N    Which class (course id/semester/year)?___________

COMPETITION DETAILS:

Competition/Contest Name: ____________________________________________

Location: ____________________________ Date of competition: __________
FOR SUBMISSION FEES:

Please attach a short description (~150 words) to justify why you’ve selected the awards competitions and/or film festivals you wish to enter.

FOR TRAVEL GRANTS FOR AWARDS:

How much did you pay for the submission fee? __________

Did you receive assistance for the submission fee? Y / N

Is the festival or competition open acceptance or juried? __________

Acceptance rate? ______________

Are you traveling to accept an award? Y / N

If yes, what award? _________________________

FOR PRODUCTION ASSISTANCE

*** Attach a description (~150 words) of how funds will be used in addition to the budget ***

Progress to completion: NONE / LESS THAN 50% / MORE THAN 50%

Do you plan to enter this work into a competition upon completion? Y / N

If so, which? ______________________________

Do you require travel assistance for your production? Y / N

- If so, please detail your travel needs in an attached description, including location of travel, anticipated travel dates, anticipated costs, and any other pertinent information for committee review.

SIGNATURES

Student Signature __________________________________________

Faculty/Staff Mentor Signature __________________________________

Associate Department Chair Signature ____________________________