

**GRANT GUIDELINES FOR  
THE LAYCOCK CENTER FOR CREATIVE COLLABORATION IN THE ARTS  
COLLEGE OF FINE ARTS AND COMMUNICATIONS  
BRIGHAM YOUNG UNIVERSITY**

**DESCRIPTION AND PURPOSE**

The Laycock Center for Creative Collaboration in the Arts provides project funding to College of Fine Arts and Communications (CFAC) faculty and students who:

- Foster opportunities for faculty and students to develop as creative collaborators and excel in collaborative arts and communications environments.
- Promote mentoring relationships in which students have the opportunity to grow as creative leaders, problem solvers, and collaborative innovators in arts and communications contexts.
- Nurture creative relationships on campus across disciplinary boundaries.

**CRITERIA FOR PROPOSALS**

**1. Who may participate in projects?**

Successful proposals will require primary involvement of CFAC faculty and students. Other non-CFAC BYU personnel, and people from other professional or artistic entities, may be included if they work directly with CFAC faculty/students.

**2. Who may submit proposals?**

Proposals for the project funding must be submitted by CFAC faculty or students.

- a. **Faculty** must discuss their proposals with their department chair/school director prior to submitting their online application.
- b. **Student** proposals must include at least one faculty mentor letter of support stating how the faculty mentor intends to support the project. Students must also discuss their proposals with their department chair/school director prior to submitting their online application.
- c. Following the application submission deadline and before funding decisions are made, chairs/directors will provide input to the Laycock Funding Committee.

**3. What clearances are required?**

Before the project is funded, applicants must be apprised of university guidelines for creative control of works produced with campus resources, and must seek appropriate clearance through the Office of Research & Creative Activities (ORCA) Institutional Review Board for Human Subjects (IRB), (A-285 ASB, 801-422-3841) and the BYU Creative Works Office (3760 HBLL, 801-422-5297).

#### 4. How are projects evaluated?

Successful proposals will incorporate and explain the following criteria:

- a. **Environment for Creativity and Innovation**  
Does the project foster a creative environment in which participants explore, apply, and share learning within and across disciplinary boundaries?
- b. **Pathways to Collaboration**  
Does the project invite participants to develop innovative creative work together?
- c. **Meaningful Role**  
Does the project expand creative processes and experiences where authentic collaboration is as valued as the final outcome?
- d. **Mentor and Inspire Students**  
Does the project description place students at the center of the creative process with elevated roles of responsibility? Does the project have potential to engage creative leaders, problem solvers, and collaborative innovators through deeper interaction and sustained involvement?
- e. **Create Meaningful Impact**  
Does the project create meaningful impact in one or more of the Aims of a BYU Education (<http://aims.byu.edu/aims>)?
- f. **Interchanges with Public**  
How is the project going to be made public?

### **PROJECT FUNDING CATEGORIES**

#### **1. Concept Development—up to \$1,000**

*To explore, prototype, and develop possible creative ideas.*

#### **2. Faculty Fellows—up to \$10,000**

*To support faculty-led projects with collaborators. Faculty may seek a possible course reduction through their chair/director.*

#### **3. Mentored Collaborations—up to \$30,000**

*To provide students with deeper interaction with faculty, sustained involvement over time, and elevated leadership roles. Faculty and students serve as co-authors, co-creators, co-leaders of faculty-led, cross-disciplinary projects. Mentored collaborations may be credit-bearing projects, which are supported and approved by the faculty's chair/director.*

### **FUNDING**

1. Funds must be used OR assigned within the calendar year they are received. However, if assigned to a department project account, the funds will carry over to the next financial year.
2. Student funding accounts can be set up in the student mentor's department/school.

3. Faculty projects can receive funding from multiple sources (i.e. Film and Digital Media funding, MEG and ORCA grants, Professional Development, Research & Creative Activities, etc.).
4. Funds can be used for expendables/supplies, travel (where appropriate and within reason) and other equitably determined expenses.
5. Funds received cannot be used to pay wages of primary faculty or student applicants (project leaders).
6. All equipment or software purchases must be below \$5k per item and will be the property of BYU.

## **CREDITS AND FUNDING REPORT REQUIREMENTS**

### **1. Credits**

When the project is made public, the applicant is responsible to ensure that the Laycock Center funding support is acknowledged in all publicity materials, programs, credits, handouts, media, and any other materials associated with the project, as follows:

This project was funded by (or in part by)  
The Laycock Center for Creative Collaboration in the Arts  
College of Fine Arts and Communications  
Brigham Young University

### **2. Funding Reports**

- a. A final funding report must be submitted by the primary faculty or student applicant (project leader) when the project is completed.
  - i. At the conclusion of the project, all participants are required to submit a report to their project leader regarding their experience.
  - ii. The project leader is responsible to prepare written, visual, and/or aural documentation of the project that can be presented to the donors, BYU leadership, and online.
- b. **Final reports are submitted online [HERE](#).**
- c. If it is a multi-year project, a progress report should be submitted annually to Amy Jensen at [amy\\_p\\_jensen@byu.edu](mailto:amy_p_jensen@byu.edu) by the anniversary date of when the award was given.

**ONLINE APPLICATION  
CLICK HERE**