

THE LAYCOCK CENTER FOR CREATIVE COLLABORATION IN THE ARTS

COLLEGE OF FINE ARTS AND COMMUNICATIONS

BRIGHAM YOUNG UNIVERSITY

DESCRIPTION AND PURPOSE OF ENDOWMENT

The Laycock Center for Creative Collaboration in the Arts provides funding to faculty, staff, and students to purposefully facilitate a culture of creativity and collaboration in the College of Fine Arts and Communications. These grants:

- 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 across disciplinary boundaries and on campus.

CRITERIA FOR GRANT PROPOSAL EVALUATION

Who may submit proposals?

Proposals for the funding of creative, collaborative projects must be submitted by faculty, staff, or students in the College of Fine Arts and Communications (CFAC).

- **Faculty** must discuss their proposals with their department chair/school director prior to submitting their online application.
- **Students** submitting proposals must have the support of a full-time faculty mentor. Students must include with their proposals 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.

After submissions are made, chairs/directors will weigh in on applications from their areas before final funding decisions are made.

Who may participate in projects?

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

How are projects evaluated?

The Laycock Center evaluates projects based on the following criteria:

- **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?
- **Pathways to Collaboration:**
 - Does the project invite participants to develop innovative creative work together?
- **Meaningful Role:**
 - Does the project expand creative processes and experiences where authentic collaboration is as valued as the final outcome?
- **Mentor and Inspire Students:**
 - Does the project have potential to engage creative leaders, problem solvers, and collaborative innovators through deeper interaction and sustained involvement? Does the project description place students at the center of the creative process and with elevated roles of responsibility?
- **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>)?
- **Interchanges with Public:**
 - How is the project going to be made public?

Before the project is funded, faculty and students must seek appropriate clearance through ORCA (IRB) and the BYU Creative Works Office to be apprised of university guidelines for creative control of works produced with campus resources (801-422-5297).

PROJECT FUNDING CATEGORIES

- Concept Development—up to \$1,000
 - To explore, prototype, and develop possible creative ideas
- Faculty Fellows—up to \$10,000
 - To support faculty-driven projects with collaborators
 - Faculty member's course reduction may also be possible with the permission of their chair/director.
- Mentored Collaborations—up to \$30,000
 - Faculty and students serve as co-authors, co-creators, co-leaders of faculty-led, cross-disciplinary projects. Students have deeper interaction with faculty, sustained involvement over time, and elevated leadership roles. Mentored collaborations should be facilitated by key faculty members in each discipline and must be credit-bearing projects, which are supported and approved by the faculty and student collaborators' department chair.

FUNDING RESTRICTIONS

Funds must be **used or assigned** within the financial year. If not assigned to a fund-23 project account within the department/school, the funds will not carry over to the next financial year. Student funding accounts will have to be set up in the student's department/school. The following parameters relate to any funding received:

- Funds can be used as matching funds (i.e. with the Film and Digital Media funding, MEG and ORCA grants, PD/RCA, etc.)
- Funds can be used for expendables/supplies, travel (where appropriate and within reason) and other equitably determined expenses
- Funds cannot be used for students to pay students, faculty, or staff
- All equipment or software purchases have to be below \$5k per item. Any equipment and software purchased will be the property of BYU.

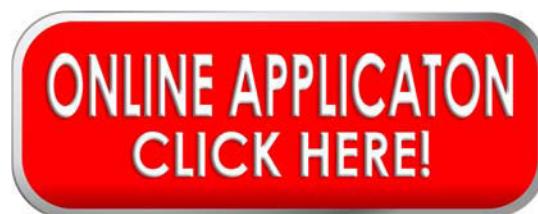
CREDITS AND FUNDING REPORT REQUIREMENTS

When the project is made public, the applicant is responsible to ensure that 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

A funding report must be submitted when the project is completed. If it is a multi-year project, a progress report must be submitted annually by the anniversary date of when the award was given. **See “Funding Report Guidelines” on the final page for more information.**

Faculty or student project leaders will be responsible to prepare written, visual, and/or aural documentation of the project that can be presented to the donors, BYU Leadership, and online. The college committee will work with grantees to determine what this might be once funds are made available to selected projects. All participants in the project are required to submit a final report regarding their experience to the project leader (per the report guidelines).



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FUNDING REPORT GUIDELINES

Shortly after the project is completed, the primary applicant/organizer will be responsible for submitting the final report following the outline below. Submit to CFAC Dean's Office, A-501 HFAC.

1. Project Description--be specific and detailed: who and how many were involved, where it occurred, calendar of events, major landmarks in the project, etc.
2. Project Result--be specific and detailed: outcomes of the project, how it benefits/influences students, your discipline, type and number of mentoring experiences and the number of students involved, possible national or international impact, etc.
3. Detailed Report of Financial Activity: specific costs incurred, all funds used to cover expenses, etc.
4. Duplicate Copies of Documentation: original programs, DVDs, CDs, publicity materials, feedback received, and digital photo files on one CD.
5. Student Letters to the Laycock Donors: As with any donor-funded grant, it is courteous for each participant to **write a thank you letter** to the *Laycock Center for Creative Collaboration in the Arts* for providing them with this opportunity. Have them submit letters indicating appreciation for the funding and reporting about their experience. Please bring them to the Dean's Office along with your report as soon as your project is completed.

Please contact the Dean's Office with any questions (422-8611). Thank you!