

**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* at Brigham Young University honors George Elijah and Fern Redd Laycock and their children Harold, Ralph, Merne (Livingstone) and Hugh. The Laycock Center was created to develop the next generation of creative leaders, people whose spirit, intellect and character will influence and inspire the world through creative collaboration. We do this in the following ways:

- Create opportunities for students to develop and excel in collaborative environments under the tutelage of master mentors.
- Facilitate an unprecedented culture of mentoring, creativity, and collaboration in the College of Fine Arts and Communication.

Mentoring is at the heart of all Laycock Center funded projects. “Mentoring gives students the opportunity to grow in skills and increase in responsibility through guided experience in which they can develop professional relationships...and enables [them] to become co-authors or co-creators of some significant work that then receives public presentation or dissemination” (BYU ORCA Website).

The Laycock Center evaluates projects based on the following criteria:

- **Environment for Creativity and Innovation:** Foster a creative environment in which students and faculty explore, apply, and share learning within and across disciplinary boundaries and innovative creative work is accomplished
- **Pathways to Collaboration:** Create cross-disciplinary pathways for students and faculty to find each other and innovate and collaborate together
- **Mentor and Inspire Students:** Mentor and inspire the next generation of creative leaders, problem solvers, and collaborative innovators through deeper interaction and sustained involvement
- **Meaningful Role/Experience of Students:** Expand creative processes and experiences where authentic collaboration is as valued as the final outcome while enabling creative projects to move from concept to realization with students at the center of the creative process and with elevated roles of responsibility
- **Create Meaningful Impact/Interchanges with Public:** Encourage projects that create meaningful impact in one or more of the following ways: “1. Improve the education of minds and spirits of students; 2. Contribute to the expansion of truth throughout the world; 3. Facilitate the solution of pressing world problems; 4. Enhance the quality of people’s lives.”

**Who may submit proposals?**

Proposals for the funding of creative, collaborative projects must be submitted by faculty, staff, or students of the College of Fine Arts and Communications (CFAC). Students submitting proposals must have the support of a faculty mentor and the department chair (include letters of support with the application). The Executive Board of the Laycock Center may also proactively organize or identify projects that are responsive to the above guidelines.

### **Who may participate in projects?**

Participants must primarily include College of Fine Arts and Communications faculty, staff, and/or students. Other non-CFAC BYU students and faculty, and people from other institutions and professional entities who represent the professional domain, may be included if they work directly with CFAC faculty and students. While entities outside the CFAC may participate in a project's collaborative team, successful proposals will require primary and significant involvement of personnel and students associated with the CFAC.

### **Project Funding Categories**

- Concept Development—up to \$1,000
  - Exploration, prototyping, and development of possible creative ideas
- Faculty-driven, student mentored projects with students as participants—up to \$10,000
  - Traditional Laycock Projects may fall in this category
- Mentored projects with students as co-authors, co-creators, co-leaders—up to \$30,000
  - Students have deeper interaction with faculty, sustained involvement over time, and elevated leadership roles

### **Credit and Funding Report Requirements**

When the project is made public, the applicant is responsible to ensure that Laycock Center funding support must be acknowledged in all publicity materials, programs, credits, handouts, 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 after the Budget Summary for more information.**

## **SUBMISSION DEADLINE:**

**October 1, 2015**

**APPLICANT MUST MEET WITH JEFF SHEETS PRIOR TO APPLYING**

**Jeff Sheets**  
**A-360 HFAC**  
**801.422.3524**  
[\*\*jeff\\_sheets@byu.edu\*\*](mailto:jeff_sheets@byu.edu)

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**PROPOSAL**

Funding requests must be filled out, printed, signed, and then submitted to the Department Chair by the announced due date at 5:00pm who will in turn attach his/her letter and submit it to the Dean's Office of the College of Fine Arts and Communications,. The complete proposal including budget information must go to your chair/director. All participants in the project are required to submit a report regarding their experience.

**Students** must include in their proposals at least one letter of support from a College of Fine Arts and Communications full-time faculty member stating how he or she intends to support the project, and a letter from the department chair. **If awarded, would you like to pick up the funds at Financial Services or have them mailed to one of the following addresses?** **NOTE: Acceptance of this award obligates the student to \*report back to the Dean's Office when the project is finished. Upon acceptance, 95% of the award amount will be funded. The last 5% will be awarded when a final report is submitted by the deadline which includes: outcomes of the experience, financial expenditures, pictures, programs and recordings where available.**

**Faculty** must include in their proposals a letter of support from their department chair. Faculty are required to submit a written report

Date of Request:  
 Primary Applicant/Organizer:  
 BYU Address:  
 Students Only: Permanent Address  
 E-mail Address:  
 Telephone:

Title of Project:

Please briefly describe the purpose of the project:

Expected Beginning Date of Project:

Expected Ending Date:

Please include all other participants:

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail Address</i>

Describe the role, qualifications and contribution of each of the participants.

Describe how the project will provide a significant mentoring experience for students.

Please provide details about how the work described in this proposal will be distributed, seen, etc. (how and when it will be published or presented):

## BUDGET INFORMATION

### A. INCOME

Funding secured from sources other than the Laycock Center:

1.	\$
2.	\$
3.	\$

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**A. Total Income:** \$

### B. EXPENSES (Expected Expenditures)

Travel (including room and board):	\$
Student Wages:	\$
*Equipment (less than \$5,000):	\$
Supplies:	\$
Other:	\$

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**B. Total cost of proposal:** \$

### TOTAL AMOUNT

Requested from Laycock center: (B-A) \$

Signature of primary applicant who is also responsible for Funding Report

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\*All Equipment purchased will become the property of BYU.

## 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 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. *Triplicate 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, if a student was directly impacted by this project (some of the monies provided for their involvement), have them submit letters indicating appreciation and telling about their experience.

It is courteous for each participant to **write a thank you letter** to the *Laycock Center for Creative Collaboration in the Arts* for providing you with this opportunity. Please bring it 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!