

## *TMA Area Endowment Policy*

The department is the beneficiary of endowment funds set aside by generous donors. Periodically, there are enough funds that can be utilized to enhance and sustain student scholarships and mentoring; faculty research, creative work, and/or professional development; and guest artists and professional visits. When funds are available, they will be equally divided among the following 11 areas in the department: Animation, BFA Acting, Design & Tech, MDT, Media Arts Critical Studies, Media Arts Fiction Production, Media Arts Non-fiction, Media Arts Writing, Theatre Arts General Studies (which includes playwriting), Theater Education, and Graduate Studies. Use of these funds will be tied to each area's strategic planning goals.

### *Annual Proposal Process: Area Responsibilities*

1. Proposal forms are available online at <http://cfac.byu.edu/departments/tma> under the Financial Aid tab on the main menu. Under the Financial Aid tab, go to "Faculty Funding." Forms should be handed in at the same time as the area's strategic planning goals.
2. Proposals are to be created and approved by the entire area committee. Funds may be allocated for the following purposes:
  - Ten percent of each area fund must be designated toward student scholarships
  - Student mentoring, including travel, internships, and/or conferences
  - Faculty research, creative work, and/or professional development, including travel
  - Guest artists and professional visits
3. Area committees will turn in a polished proposal, signed and approved by the area head, that summarizes planned expenditures for the entire fiscal year, from Jan. 1 – Dec. 31.
4. An area's strategic plan and endowment proposal are due on the first Tuesday of every November. Area endowment proposals should align with the area's strategic planning goals. **If an area's proposal is not turned in by the deadline date, the area may forfeit their funding for the coming fiscal year.**
5. The TMA Executive Committee will give approval or ask for clarification on area strategic plans and endowment proposals by Dec. 1.
6. Revisions to the proposals may be turned in any time during the year by using the Change Request Form, available online or from the Theatre Assistant.
7. Faculty and students benefitting from funds are responsible to complete required paperwork (travel applications, W-9, Visiting Scholar forms, etc.) one month in advance of disbursement. Required paperwork should be turned into the Administrative Assistant.
8. If the funds are not used within the specified year, they are NOT rolled over to the next year.
9. After funds have been expended, all recipients are required to write a thank you report to describe the outcomes of their experience. This should be turned in to the Theatre Assistant. **The report should be completed no later than the May following the fiscal year after funds have been expended. Failure to turn in the report could jeopardize that faculty member's access to endowment funding for the coming fiscal year.** A brief, half-page report should include the following information:
  - Basic information about the event (what it was, when, where, and who was involved)
  - Which activities were supported in the event/project
  - Evaluation of how activities benefitted the recipients (academically, professionally, spiritually, etc.)
  - How the recipient will benefit the department, community and/or professional world as a result of the funded activities.

An example of an activity proposal is given below:

A. Semester	B. Strategic Goals	C. Activity Description	D. Cost Breakdown
Summer 2017	#1 and #2	CSA Conference Travel: Megan will accompany 2 students (Mary Hall and John Doe) to the ATHE Conference in Chicago, IL. Students will be presenting papers.	Conf. Reg: \$100 ea. Flights: \$340 ea Hotel: \$300 ea TOTAL: \$1480

- A. Indicate the semester/term that the activity will take place (Spring/Summer, Fall, or Winter).
- B. List the Strategic Planning goal that will be met by using numbers that refer to the goals on your Strategic Plan.
- C. Describe the activities involved in the proposed request. (See example above.)
- D. Give an itemized breakdown for what you believe the costs will be for **each** beneficiary and project.