FRIENDS OF MUSIC FUND GUIDELINES

The Friends of Music generously established a fund designed to support School of Music faculty and students in their creative activity and academic research. The Friends of Music contribute to the fund through annual dues, benefit activities, gifts and bequests. Undergraduate and graduate students may apply to the School of Music for support through the fund. Funding is granted by the director of the School of Music in consultation with members of the School of Music Advisory Committee. Funding is granted according to the following criteria and guidelines:

1. Those wishing to apply for funding must complete the application form provided on the web page and submit the form to the Associate Director of the School of Music at least sixty days before the event takes place. [http://finearts.uky.edu/music/webform/friends-music-request-financial-support](http://finearts.uky.edu/music/webform/friends-music-request-financial-support)

2. All information requested on the form must be completed with specificity and budget figures must comply with university policy for travel, subsistence, etc. See UK Travel Management Services for information: [http://www.uky.edu/Travel/](http://www.uky.edu/Travel/)

3. Students seeking to apply must have a letter of support from their major professor or a sponsoring professor for the activity.

4. The form should be accompanied by a formal invitation to participate issued by the host institution, i.e., a letter confirming acceptance in a conference or a request for a guest recital at another institution.

5. The form should be accompanied by a statement disclosing all other projected sources of income and funding for the project or event (i.e., CFA Travel Funds, UK internal grants, gift/endowment support, or extramural funding). This statement should indicate the status of the other support (pending or granted).

6. Students may not use funding to support private lessons, coachings, clinics, and summer festivals.

7. Students who graduate before the event or activity takes place are not eligible for this award.

8. The specific amount of the award will be determined in conversation by the Advisory Committee. Depending on the request budget and the Friends of Music Fund balance, the maximum level of support will be usually $500.00 and may be less.

9. The award amount shall also be predicated on whether the activity is primarily international or domestic in scope. International projects may be funded at a higher level than domestic initiatives.
10. All things being equal, prioritization shall be given to projects that include partnerships, particularly in terms of shared expenses and support sources.

11. Prioritization of funding shall be allocated based on consideration whether the applicant has access to other sources for funding. Other pending funding sources must be noted on the application form. Funding may be deferred until the Advisory Committee confirms whether alternative funding sources have been granted. Friends of Music awards should generally be reserved to support initiatives that are not likely to be supported through other readily accessible internal or external grants, although they may be used to augment other funding sources in the case of expensive creative or academic scholarship.

12. Prioritization shall also be accorded based on the merits of the individual proposal.

**Order of Priority**

*For Fall 2018 priority will be giving to student request for funding*

a. Assistant Professors presenting at a conference or presenting creative research at an invited/juried concert, recital, festival, master class, workshop

b. Associate and Full Professors presenting at a conference or presenting creative research at an invited/juried concert, recital, festival, master class, workshop

c. Faculty who seek to present a guest musician in a concert/recital/masterclass that would be of benefit to a significant segment of the SOM constituency

d. Faculty who seek to undertake or complete academic or creative research. Priority would be given to junior faculty.

e. Graduate students (especially doctoral students) presenting at a conference or presenting creative research at an invited/juried concert, recital, festival, master class, workshop

f. Graduate students (particularly doctoral students) seeking to complete research projects, particularly those connected with their thesis or final project.

g. Faculty who are invited to present one of their ensembles at an invited or juried festival, conference, concert, recital, or workshop

h. Undergraduate students presenting at a conference or presenting creative research at an invited/juried concert, recital, festival, master class, workshop
i. Faculty or student innovative projects for which alternate sources of funding are unavailable (recording projects, colloquia/symposia, conferences, festivals held on campus, etc.)

If appropriate, recipients should acknowledge the award in program notes, publications, or oral presentation. Following the event, recipients should submit a short, written report of the activity to the Director of the School of Music. It is suggested that recipients write a short note to the Friends of Music to express their gratitude for the support.