FRIENDS OF MUSIC PROPOSAL GUIDELINES, PROCEDURE, AND EVALUATION

Proposals may be submitted by:
- Individual students
- Individual students or faculty members representing funding for a larger group of students
- Multiple students for the same function
- Faculty and Staff for guest artist or scholar visits only – must involve active student participation

The Friends of Music committee will consider proposals for funding the following:
- All proposals must be submitted by the posted submission deadlines. Late proposals will not be accepted – Deadlines: October 15, February 15, April 1
- Active student participation in musical events, such as competitions, seminars, summer camps and programs, workshops, master classes, attendance at major professional conferences (e.g. TNMEA, ITG, ITF, IHW, ITEC, IAJE, NASA, NATS, Opera America), and other meritorious professional events. WGi and DCI will be considered.
  **The qualitative definition of “merit” falls under the sole purview of the Friends of Music committee**
- Proposals must be submitted electronically (by email) and in hard copy formats directly to the chair of the Friends of Music committee
- Friends of Music funds are not to be used for the purchase of music or equipment
- Friends of Music funds can be used to help commission a work:
  The commissioned work must bear the following attribution, “Commissioned by <NAME> with the assistance of the University of Tennessee at Martin Friends of Music.”
  An original copy of the work must be acquired for housing in the Music Collection at the Paul Meek Library on the University of Tennessee at Martin campus

All proposals must include the following information:
- Name, year in college, degree program, instrument, student ID #, email, phone
- Type of funding requested (group of students or individual)
- GPA (must be 3.0 or higher to be considered for funding)
- Name, date, and location of event
- Event Budget – please include a complete line-by-line budget (travel, lodging, event fees, food, etc.) of the event
- Funding amount requested – include a brief written summary of need
- Student contribution
- If you have received Friends of Music funding previously, please include name, date, and location of the event as well as amount of funding received
- A written summary of how this experience will benefit you personally and professionally
  **Optional** - Letter of Recommendation from one faculty member

All proposals will be evaluated using the following evaluation scale:
Rate the application on a scale of 1-10 in the following (or other) areas:

1. Quality of application materials (10)
2. Significance and prestige of activity (10)
3. Educational impact (10)
4. Student need (10)
5. Other (Bonus points: can be awarded for things like outstanding GPA, service to the department, etc. at adjudicator’s discretion)

Faculty member vote: yes ____ no ____

Faculty notes:

^Minimum score to be considered for funding must be 30/40
^^Feedback provided upon request