

Department of Art Grants 2020

Department of Art Research and Artistic Activities and Express Grants for BA and MA Students

- The Department of Art gives grants to facilitate research, artistic and creative practices consistent with the aims and goals of the Department. Priority is given to enable participation in peer-reviewed research and artistic events and forums, and for publishing the outcomes of students' work. The grants are meant for bachelor and master students, and teams of students from the Department of Art, for expenses such as travel, materials, registration fees, or translation services. No working grants for applicants are allowed. Grants may, however, be used to pay for services from companies. Grants may not be used for thesis production or publication, nor for any related activities normally paid for from programs (ViCCA, Art Education or NoVA, for example).
- Grants application and decisions are made four times per year. Students who have received a grant may apply for additional grants only after having submitted a final report.

The application must be made in English and include the following:

1. [A completed application form](#)
2. A written narrative/description (no more than one A4 page) of the aims and goals, including the relationship to your studies or thesis and how the grant helps you complete 55 cr (or more) per year (please discuss this in advance with your program head). When applying for an exhibition or presentation at a conference, there must be a detailed description including the venue, and a statement of the significance of the project for the Department, and letter of acceptance.
3. An accurate overall budget and a budget plan
4. A letter of recommendation from a full time faculty member from the Department of Art.
5. Additional materials: Documentation/notification and if you have been accepted to present your work at a conference or symposium; Letter of invitation if you have been invited to give a talk or present your artwork, etc.

All application materials shall be addressed to *Members of the Executive Committee* of the Department of Art, and submitted digitally to the assistant controller: tommi.paunikoski@aalto.fi

The deadline for the submission of grant applications are 17.2., 30.4., 30.9. and 30.11.2020

Applications with any missing or incomplete documents, or submitted beyond the deadline, will not be considered. Other important things to consider:

- You should apply for other funding sources, including ARTS Grants, prior to this application and include any funds awarded in your application.
- By applying a grant you give a permission to publish and promote your project and include your name in various documents and venues
- The grant process may take some time and decisions are final and will not be reconsidered.
- If not otherwise agreed, the grants will be paid against receipts. Grants can be paid in advance, but original receipts are required. If receipts are not given or acceptable, you will have to reimburse the Department.
- Grants range in the funding awarded, and the total amount of available funding in the Department of Art is determined each year.

Reporting

- The grant has to be reported no later than 30 days following the use of the funds. The report should be 2-3 pages, written in English, and submitted digitally to assistant controller Tommi Paunikoski via email: tommi.paunikoski@aalto.fi The report must include:
 1. A description of the main activities and outcomes of the funding;
 2. an assessment of the impact; and all documentation surrounding the activities (copy of conference proceeding; high-quality photos of exhibition; documentation of event; letter of publication; etc
 3. All original receipts.

Department of Art Research Grants for Doctoral Students

- The Department of Art (DoA) gives research grants to doctoral students studying the DoA to facilitate research presentations and publications, and significant artistic practices that are consistent with the aims and goals of the Department. Priority is given to enable participation in presenting peer-reviewed research and artistic work in various forums, such as international conferences, and for publishing the outcomes of doctoral students' work. The grants are meant for expenses such as travel, lodging, materials, registration fees, or translation services but does not include per diem. No working grants for applicants are allowed and grants will not be given to attend conferences or workshops without specific invitations or acceptance of peer-reviewed work.
- All students must apply for other sources of funding (ex: ARTS grant) prior to application for the DoA grant, or in conjunction with the application. If other sources of funding are obtained, the DoA grant will either be canceled or the costs invoiced to the recipient and paid back to the DoA.
- Grants application and decisions are made four times per year. Students who have received a grant may apply for additional grants only after having submitted a final report.

The application must be made in English and include the following:

1. [A completed application form](#)
2. A written narrative/description (no more than one A4 page) of the aims and goals, including the relationship to your studies and if you will receive study credits (please discuss this in advance with your program head). When applying for a peer-reviewed presentation at a conference, there must be a detailed description including the venue, and a statement of the significance of the project for the Department, and a copy of the acceptance letter, or letter of invitation.
3. An accurate overall budget and a budget plan.
4. A letter of recommendation from your doctoral supervisor
5. A statement of the other funding sources you have applied for, and the dates of notice.

All application materials shall be addressed to *Members of the Executive Committee* of the Department of Art, and submitted digitally to the assistant controller: tommi.paunikoski@aalto.fi

The deadline for the submission of grant applications are 17.2., 30.4., 30.9. and 30.11.2020

Applications with any missing or incomplete documents, or submitted beyond the deadline, will not be considered. Other important things to consider:

- By applying a grant you give a permission to publish and promote your project and include your name in various documents and venues
- The grant process may take up two months and decisions are final and will not be reconsidered.
- If not otherwise agreed, the grants will be paid against receipts. Grants can be paid in advance, but original receipts are required. If receipts are not given or acceptable, you will have to reimburse the Department.
- Grants range in the funding awarded, and the total amount of available funding in the Department of Art is determined each year.

Reporting

- The grant has to be reported no later than 30 days following the use of the funds. The report should be 2-3 pages, written in English, and submitted digitally to assistant controller Tommi Paunikoski via email: tommi.paunikoski@aalto.fi The report must include:
 1. A description of the main activities and outcomes of the funding;
 2. An assessment of the impact; and all documentation surrounding the activities (copy of conference proceeding; high-quality photos of exhibition; documentation of event; letter of publication; etc.; and
 3. All original receipts.