

Department of Art & Art History

Student Departmental Funding Request Application

The Department of Art & Art History offers supplemental funding to undergraduate students whose projects or activities require financial support beyond what is available through university-wide sources. Students may apply for up to \$400.00 from the department. Funding is provided on a reimbursement basis only. No funds are disbursed prior to expenses being incurred.

Students are first required to apply to either the AS&E College Supplemental Fund or the University of Rochester Basic Needs Hub (or both depending on which is applicable) before petitioning the department. Documentation of that application either as an award letter or a rejection letter should accompany this form. Applications submitted without this documentation may not be reviewed.

Step 1: Prior Funding Application (Required)

Before applying to the department, you should apply to one or both of the following sources. Check all that apply and attach the corresponding documentation.

- AS&E College Supplemental Fund — college.funding@rochester.edu
- University of Rochester Basic Needs Hub — basicneeds@rochester.edu

Outcome of prior application(s):

Please attach a copy of your award letter or rejection letter. If applying to both sources, include documentation from each.

Section 2: Student Information:

Full Name:

Class Year:

Major:

Minor:

Email Address:

Faculty Advisor Sponsoring this Application:

Section 3 — Activity or Project Description

Title/Name of Activity or Project:

Date(s) of Activity:

Type of activity (check one):

- Academic conference (attending, not presenting)
- On-campus programming or event
- Off-campus programming or event connected to the department
- Student competition
- Independent studio or research project requiring supplies or travel
- Other: _____

Describe the activity or project and its connection to your work in Art & Art History (300 word max)

Section 4 — Itemized Budget

List all expenses for which you will seek reimbursement. If a prior award from the AS&E Supplemental Fund or Basic Needs Hub covers some items, mark those clearly in the final column. Ineligible items (e.g., food for assistants, tuition fees, personal equipment not directly tied to the project) will be removed or will result in denial. Reimbursement cannot be processed without receipts *and bank statements are not accepted.*

Item / Description	Vendor / Source	Cost	Covered by Prior Award?
Total Amount Requested from Department			\$

Maximum departmental award: \$400.00. Funding covers materials and supplies directly associated with the project's process and final product only.

Section 6 — Applicant Certification

By signing below, I certify that all information provided in this application is accurate and complete. I understand that funding is provided as reimbursement only, that original receipts must be submitted following the activity, and that completion of the post-activity plan described above is a condition of receiving funds.

Student Signature

Date

Deadlines & Submission

Application Deadline: Applications must be submitted at least three (3) weeks prior to the date of the activity. Applications received after this deadline will not be considered.

Receipt Deadline: Original receipts must be submitted to the department within 30 days of the activity. Reimbursement cannot be processed without receipts.

Submit completed applications and supporting documentation to:

- Email: Allen.Topolski@rochester.edu and Stephanie.Ashenfelder@rochester.edu

Questions? Contact your faculty advisor for this project or stephanie.ashenfelder@rochester.edu