

Award Date: _____

FRFAF Grant Number: _____

Amount of Award \$ _____

Project Title: _____

Dear _____,

Congratulations on being selected to receive a grant from the *Frank-Ratchye Fund for Art @ the Frontier* (FRFAF) — an endowment to encourage the creation of innovative artworks by the faculty, students and staff of Carnegie Mellon University. With this fund, the Frank-Ratchye STUDIO for Creative Inquiry seeks to develop a cache of groundbreaking projects created at CMU — works that can be described as “thinking at the edges” of the intersection of disciplines. Upon receiving this support, we ask you to agree to the following:

- ◆ I agree to use the funds as described in my proposal.
- ◆ I agree to submit a final narrative report and financial statement within one month of the project’s completion. A template for this is available on the STUDIO’s web site.
- ◆ I expect my project to be completed by _____ (*generally, within 6 months for FRFAF Microgrants, or 12 months for regular FRFAF grants*), and agree to seek an extension in writing otherwise, if necessary.
- ◆ I agree to provide documentation of the supported project, in the form of textual descriptions, high-resolution images (photographs, screenshots, diagrams, etc.), video, audio recordings, and/or links to source code repositories (e.g. on Github), for presentation on the STUDIO’s website, within one month of the project’s conclusion.
- ◆ I agree to acknowledge the support of this Fund wherever the work is exhibited or presented (e.g. in web sites, exhibition catalogues, and/or event programmes) using the phrase, “*This project was supported in part by funding from the Carnegie Mellon University Frank-Ratchye Fund For Art @ the Frontier.*” I also agree that when possible, I will also display the logo of the Frank-Ratchye STUDIO for Creative Inquiry in association with this credit. This logo is available at <http://bit.ly/sfci-logo>
- ◆ I understand that I may be asked to present my project at an annual exhibition and/or presentation of work supported that year by the *Frank-Ratchye Fund for Art @ the Frontier*.
- ◆ I have read the attached addendum, on FRFAF payment guidelines.

Signature of Recipient

Date

Addendum: FRFAF Payment Guidelines

FRFAF grants to STUDENTS:

Students will receive a non-qualified scholarship in the form of a check for the specified grant amount. The STUDIO's business administrator will prepare a FRFAF Agreement and non-qualified scholarship paperwork for the students' review and signature. Checks should be received in approximately 10-14 days after this paperwork has been submitted for payment.

For tax purposes, a student's FRFAF grant constitutes self-reported income. You will not receive a Form 1099 and the University will not withhold taxes. It is advised that you contact your personal tax advisor regarding the self-reporting and tax consequences.

FRFAF grants to FACULTY AND STAFF:

Payments for faculty and staff will be paid via expense reimbursement. The STUDIO's business administrator will prepare all expense reimbursements once receipts and justifications are received. If the faculty/staff member does not have access to a University purchasing card (PCard), the STUDIO's business administrator will order all materials and be provided a justification for PCard reconciliation purposes.