

The George Taylor Richardson Memorial Fund

The Provost's Advisory Committee for the Promotion of the Arts invites nominations for the George Taylor Richardson Memorial Fund.

The application deadline for the George Taylor Richardson Memorial Fund is posted online annually each spring. Please submit all relevant materials via pacpa.provost@queensu.ca. All materials submitted are held in confidence. The Provost's Advisory Committee for the Promotion of the Arts reviews all applications and authorizes the allocation of grants.

If you have any questions regarding this application process, please send all enquiries to pacpa.provost@queensu.ca.

Introduction

The George Taylor Richardson Memorial Fund provides grants for the stimulation of the arts at Queen's University. In accordance with the wishes of the benefactor, Agnes Etherington, who was instrumental in the establishment of the Department of Art, the Department of Music (now Dan School of Drama and Music) and the Agnes Etherington Art Centre, the grants are specifically intended to support public exhibitions and performances for the benefit of the Queen's and broader Kingston communities.

Overview

I. Applicant Eligibility

- All members of the Queen's and Kingston community are welcome to apply.

II. Project Eligibility

- Projects must involve primarily the public exhibition or performance of art at Queen's or in Kingston which can be offered within 18 months of the grant being awarded.
- The Provost's Advisory Committee for the Promotion of the Arts will not consider proposals for course-related activities nor projects that focus on research or on the creation of a work of art.

III. Selection Process

- The Provost's Advisory Committee for the Promotion of the Arts will meet to review applications in May. Successful applicants will be notified in writing no later than the end of June.

IV. Criteria/Guidelines

- In assessing project proposals, the Provost's Advisory Committee for the Promotion of the Arts will consider the breadth and quality of the stimulation of the arts at Queen's as documented in the application, and as demonstrated in the applicant's previous work.
- The impact the project will have on enriching the learning environment for students, academic unit(s) and the Queen's and greater Kingston communities will also be considered. The George Taylor Richardson Memorial Fund supplements, rather than replaces, external or other internal sources of assistance.
- The advisory committee will aim to fund as fully as possible those proposals that most closely match the above criteria, and will therefore err on the side of providing adequate funding for a small number of projects rather than inadequate funding for a large number of projects.
- The funds are intended to cover costs associated with ensuring the project is accessible to participants and attendees with disabilities. Measures to accomplish accessibility may include: choosing wheelchair accessible facilities, arranging sign language interpretation of the project, translation of presentation materials into other languages or alternate media, reimbursement of child care expenses and/or other ordinary costs associated with securing the participation of persons who could not otherwise take part in the project.
- The advisory committee may allow the substitution of a successful project by the same applicant with another equivalent project that serves the stated mission and time frame of the original proposal.
- Nominators are reminded that all projects sponsored by Queen's University are to be accessible to people with disabilities. In their planning, nominators must give accessibility the highest priority.
- Successful applicants will make all arrangements for the project and be responsible for hosting visitors while on campus.
- Individual, interdisciplinary and/or collaborative applications are equally eligible provided that the theme of the project would appeal to the broader university community.
- Preference will be given to projects that are scheduled during the traditional academic year of September to April.
- The advisory committee will not consider applications for expenses already incurred.
- Support from the George Taylor Richardson Memorial Fund should be acknowledged in all publications, programs, credits etc., and, where feasible, a copy or photocopy provided with the final report.

- All items in the proposal must be justified and must include estimated costs associated with ensuring the project is accessible to people with disabilities.
- It is incumbent on the nominator to give careful consideration to accessibility when the proposed budget is developed.

V. Terms and Conditions

- Although the advisory committee recognizes the challenges of scheduling projects, preference will be given to applications that are for projects which can be offered within 18 months of the grant being awarded. If you must defer the project until the following year due to circumstances beyond your control, an extension must be granted by the Office of the Provost.
- Within 90 days of the conclusion of the visit, all successful applicants must submit a report, including a breakdown of actual revenues and expenditures and a list of activities (lectures, classes, seminars etc.) associated with the project. Failure to submit a report to the Provost's Advisory Committee for the Promotion of the Arts will render the individual or group ineligible for future funding from the George Taylor Richardson Memorial Fund.
- **Please note that any unused portion of an award must be returned. The Provost's Advisory Committee for the Promotion of the Arts is not responsible for covering deficits of projects that cost more than the anticipated budget.**

VI. Nomination Form

- A completed nomination form is essential for consideration by the Provost's Advisory Committee for the Promotion of the Arts.
- Applicants may vary the length of the sections, but the content is limited to five pages.
- You may include up to 10 pages of supporting documentation, such as curriculum vitae, letters of support, abstracts of previous keynote addresses etc.