**PERFORMING ARTS ADVISORY COUNCIL**

**FUNDING GUIDELINES**

**DEPARTMENT OF PERFORMING ARTS**

(Established: Fall 1987)

(Revised: 2/2018)

The following items are a list of guidelines established over the years that govern the business of funding and other general policy for PAAC established groups.

1. Since PAAC only meets approximately every 3-4 weeks during the academic year, the Administrative Director is given approval to review, approve or reject any proposal where funds in the amount of $350 or less are requested. If the proposal is more involved and/or concerns a wider activity affecting precedent, the Administrative Director may choose to bring the proposal to PAAC. If the proposal involves an activity that may affect precedent or involving such things as travel, the Administrative Director may choose to bring the proposal to PAAC.

2. All PAAC groups are eligible for travel. However, groups may not receive funding for travel in two consecutive years. But each trip must be approved by PAAC regardless of whether funding is provided or not. If the trip is self-funded (personal contributions, outside fundraising, etc.) groups may work through PAAC to administer the trip assuming that there is time by the department administration to do so. Otherwise, groups may be asked to manage the entire process on their own.

3. Upon occasion, groups (especially A Cappella groups) request funds to record. PAAC has established that all recording, mixing, editing and otherwise, full production of each project happen on campus and with university approved technicians and equipment. Groups may not produce more than one CD project every 2-3 years.

4. Funds for food/drink are limited. Each PAAC group is given funds ($75) in their yearly allocation for the purpose of recruitment, team building or other club development initiatives. It is not intended for cast parties or other such related activities. With few exceptions, groups may apply for food/drink funding if it involves the hosting of guest groups (e.g. DC A Cappella Festival) or is part of the main purpose of the activity or program (e.g. BTE’s Coffeehouses). Each request is reviewed on a case-by-case basis.