

MEIEA GRANTS POLICIES

The Executive Board will select a general board member to serve as the Grant Committee Chair. The Grant Committee Chair will select a committee of any 3 or 5 MEIEA members in good standing and oversee the awarding of grants. The Chair will head both committees, Faculty Research Grants (FRG) and Student Enrichment Grants (SEG), unless their institution is an applicant. In that case, the chair will recuse themselves from the committee and the Vice President of the Board will appoint a temporary replacement for that grant application and committee members will choose a temporary chair for that grant. When that grant is decided, the Chair selected by the Executive Board, will return to the Chair position and the temporary appointee will conclude their service to the committee. The same procedure will apply to any member of the committee with a conflict of interest with any application.

All committee members will be approved by a majority vote of the board, except as noted above.

The FRG and SEG committees may be composed of the same members or different members.

The Grant Committee Chair, with the assistance of the Treasurer, is responsible for keeping records of grants received and awarded, the issuing of payments to grant recipients, and receipt of deliverables from grant recipients.

The Grant Committee Chair will have non-exclusive use of the grants@meiea.org email.

FRG

Eligibility: Institutional or individual members in good standing

Applicant did not receive a MEIEA FRG grant in the past year

If applicant has received a MEIEA FRG at any time in the past the resulting research must have been published or presented before applying for another MEIEA FRG. If the research has not been published or publicly present then the applicant may be eligible if they can demonstrate that a reasonable effort was made.

For purposes of the above paragraph, published or presented will be understood to mean published in an appropriate journal with that is "widely circulated" and easily accessible; reasonable effort will be understood to mean submission to at least two appropriate journals or conferences.

Procedure:

Applications for FRGs will be due on February 25th of each year before Midnight Central Time. Should that date fall on a weekend or holiday the deadline will be moved to midnight of the next business day.

- Late applications will not be considered.
- Incomplete applications will not be considered.

Applications must be complete and include:

1. Executive summary.
2. Letter of support from the applicant's dean.
3. Include a detailed description of the research methodology.
 - a. A statement of need
 - b. Outcomes
 - c. Deliverables
 - d. Anticipated date of completion
 - e. Impact on the industry or academic community
 - f. a detailed budget
 - g. need of hardware (rental) short term software
4. Vita of principle and secondary researchers supporting their qualifications to conduct the proposed research.

Types of research Supported:

Research must be:

1. of broad interest to academics or entertainment businesses
2. broadly applicable
 - a. To academia or industry
 - b. Discipline focused (e.g., management, production), not specific to one college or class
 - c. Not a request exclusively for hardware or software

d. Research is on the business side of the industry, not music

3. Grant funds may not be used for

a. Paying any of the applicant's salary or stipend

b. Paying other faculty a salary or stipend

c. Travel to do research if the information can be obtained electronically or without travel

d. Projects beyond the expertise or capabilities of the researcher(s) (e.g., economic impact studies) as judged by the committee.

e. Projects of scope beyond the budget requested unless additional sources of funding can be demonstrated.

f. Projects that are normally undertaken by other (government or quasi-governmental) entities (on a regular basis)

4. Grants may be used to

a. Pay students and other non-applicants to

i. Collect data

ii. Clean or edit data

iii. Analyze data.

b. Travel to conduct research, when supported by the application and methodology in the opinion of the committee

c. research based subscriptions

Other Funding.

a. Applicants may receive and are encouraged to apply for other funding as warranted by the scope and nature of the research.

STUDENT ENRICHMENT GRANT

MEIEA is proud to offer student enrichment grants to provide financial support for select and notable student activities intended to advance student education in the music and entertainment industries. Grants may be used to support a variety of activities that include, but are not limited to, workshops, guest speaker support, networking mixers, community service projects and mentoring programs. Special consideration will be given to first-time applicants and/or projects with an emphasis on topics such as diversity and inclusion in the music industry.

Two levels of award funding are available:

- Level I Award: Institutional Member. Up to \$1,000 is available to institutions that hold Institutional membership in MEIEA;
- Level II Award: Non-Institutional Member. Up to \$500 is available to institutions that are not current Institutional members where the faculty sponsor is an individual member of MEIEA.

Eligibility:

Applications must be submitted by faculty in good standing. Applications may not be submitted by a student. If the applicant has received a MEIEA Student Enrichment Grant at any time in the past and has not submitted documentation of the supported activity then they are ineligible for another grant until the previous grant is properly documented.

Procedure:

Applications will be accepted beginning January 1st of each year through June 15th at midnight U.S. Central Time. Grant notifications will be made by email on or before July 1.

The completed application must be received at grants@meiea by midnight on June 15. Applications and supporting documents (dean's letter) must be sent as a PDF and the file name(s) must include the applicant's name and school (Smith.USC.pdf).

Application must be complete and include:

- a. Executive summary (~150 to 250 words)
- b. Letter of support from the applicant's dean
- c. Include a detailed description of the project to be supported
- d. Outcomes
 - i. Student involvement in the production of the project
 - ii. Student learning outcomes for the project.
 - iii. Who will be the beneficiaries of the event
 1. Students
 2. Community
 3. Other (please specify)
- e. Detailed Budget
 - For example, Production expenses, Advertising budget, catering, travel, honorariums, etc.
 - **Must include any other funding source and amount**
- f. Anticipated date of completion

Preference will be given to high profile projects that involve a large portion of the program students or impacts the student body and/or broader community or entertainment industry such as:

- a. Recording projects
- b. Production of public events
- c. Educational field trips related to the music or entertainment industry.
- d. Travel to participate in one of the above

Grant funds **may not** be used for:

- a. Honorariums for guest speakers

- b. Paying any of the applicant's salary or stipend
- c. Paying other faculty a salary or stipend
- d. Purchase of items that hold value beyond the life of the project (for example, equipment or electronics, subscriptions of more than one year or software)
- e. Projects beyond the expertise or capabilities of the faculty and students
- f. No more than 10% of the grant may be spent on advertising or promotion

Upon completion of the event or project the following deliverables should be sent to grants@meiea.org

1. Evidence of the completion of the project. (Examples: Copy of the CD, photographs of the event, advertisements (print, social or audio).
2. A reflection on whether the outcomes in the application were achieved.