

# THEATER, DANCE & MEDIA

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## Guidelines for Requesting Funds for TDM Courses

TDM encourages course instructors to incorporate experiential learning opportunities into their classes, such as class visitors and field trips, that enhance the pedagogical mission of the concentration as part of their regular course planning. TDM administration will do its best to ensure that expenses for such enhancements are covered by the university. To that end, TDM teaching faculty are asked to plan ahead and seek funding for such curricular enhancements before requesting funds from TDM administration (deadlines for requests from different funds are outlined below).

The following list of funding sources is provided for your reference, and should be applied to **before** seeking TDM Curricular or Silverman Funds.

### FUNDING SOURCES

#### 1. Theater, Dance & Media Curricular Funds

Each course offered in TDM is provided with a modest course budget (up to \$1,000 per course, based on enrollment). Course budget funds may be used for consumable supplies, honoraria, and expenses for guest lecturers, field trips, and course-related goods and services. Course budget funds may not be spent on durable equipment (such as DVD players, cameras, computers, video recorders, etc.). If special equipment is needed for any course, instructors must consult with TDM Production Manager, Andrew Gitchel at [agitchel@fas.harvard.edu](mailto:agitchel@fas.harvard.edu). Additionally, all TDM courses are provided with a fixed amount for the term for snacks or end of term celebrations in the amount of \$100.00 (on hiatus for 2020-2021).

*How to apply:* [TDM Fund Request Form](#)

*Application Deadline:* Requests are due by August 15 and January 15 prior to the upcoming semester.

#### 2. Provostial Funds for the Arts and Humanities

This fund is intended to support creative, innovative initiatives in the arts and humanities, for projects led by members of the faculty within the Faculty of Arts and Sciences and/or other schools. Proposals might include performances, master classes, conferences, workshops, seminars and visits by outsiders. They may involve collaborations across departments and divisions of the FAS and the University as well as with colleagues beyond the University. More information about applying for these funds can be found here: <https://facultyresources.fas.harvard.edu>

*Application deadline:* Late October (for Spring 2021) and Late February for the following semester

HELPFUL TIPS:

1. Provostial Funds require the Chair's approval. Please contact the TDM Chair well in advance of submitting your proposal prior to submission.
2. James Stanley or Emily Warshaw can advise on the application procedures and review your budget requests to ensure that they conform to University norms.

#### 3. Elson Funds

The Elson Family Arts Initiative fund supports undergraduate education in the arts and humanities and the integration of the arts into the curriculum within the Faculty of Arts and Sciences. This initiative is one of many activities created in response to the recommendations of the Harvard Task Force on the Arts. Course proposals may (but need not) involve collaborations across departments and divisions of the FAS. Funding is limited, and proposals that request less than the maximum grant available (\$5,000) are strongly encouraged. More information about applying for Elson Funds can be found here:

<https://artsandhumanities.fas.harvard.edu/>.

*Application deadline:* Late March for the following academic year

HELPFUL TIPS:

1. Elson Funds require the Chair's approval. Please contact the TDM Chair well in advance of submitting your proposal prior to submission.
2. James Stanley or Emily Warshaw can advise on the application procedures and review your budget requests to ensure that they conform to University norms.

#### 4. Course Innovation Funds (formerly known as Course Development Funds) (ON HIATUS FOR 2020-2021)

The Office for Undergraduate Education (OUE) offers some funding to "strengthen undergraduate education...through the improvement of instruction and curriculum." These funds are meant for limited experiments or one-time investments that improve individual courses or whole concentrations. Recent awards have funded the purchase of cameras for art studios, the creation of manipulables to teach concepts in calculus, and research assistants to review tutorial syllabi with the view of making them more inclusive. To apply for Discretionary Funds, please send us an email outlining the initiatives you'd like to undertake and how these funds would help you achieve them. More information about applying for these funds can be found here:

<https://oue.fas.harvard.edu/funding-teaching>

*Application deadline:* Just after spring break and at the end of the term

#### 5. Classroom to Table Program (ON HIATUS FOR 2020-2021)

The C2T program fosters conversation and academic connection among undergraduate students and College faculty who gather in small groups for a meal arranged and paid for by the College. A faculty member may invite between 3 and

5 students, or a group of 3 to 5 students may invite a faculty member, and the College will pay up to \$30 per person in the party (excluding tax and tip, excluding alcohol). Undergraduate Students may participate in a maximum of 2 gatherings per semester (to allow as many students access to the program as possible).

More info and application: <https://oue.fas.harvard.edu/classroom-table>

## 6. Partnerships with Other Departments

When planning for guest visits and field trips, instructors are encouraged to think about potential overlap with other courses and departments. Some examples of other departments TDM has worked with are the [Carpenter Center for Visual Arts, Art, Film & Visual Studies, Classics, Music, Women & Gender Studies, Ethnicity Migration, Rights, and English](#). These partnerships may be able to provide additional funding sources. If you have questions about whom to contact or which department might be the best to collaborate with, please contact Emily Warshaw at [ewarshaw@fas.harvard.edu](mailto:ewarshaw@fas.harvard.edu).

## 7. Silverman Funds

This Silverman Funds are meant to specifically support experiential learning initiatives in TDM courses. These may include expenses related to class field trips within and outside of Boston, tickets for performances, workshops and class visits by guest artists. The Silverman Funds are limited and intended for supplementary purposes, where other funding sources may no longer be available. Requests are not guaranteed to be granted in the full amount. To submit a request, please fill out the [TDM Fund Request form here](#). Any questions can be directed to James Stanley, TDM Artistic Producer, at [jamesstanley@fas.harvard.edu](mailto:jamesstanley@fas.harvard.edu). *Application Deadline: Requests are considered on a rolling basis, **but must be received at least 2 weeks in advance of the event.***

## A FEW THINGS TO NOTE

1. Modest and requests for local opportunities are more likely to receive funding.
2. Ordinarily, honoraria are provided **up to the amount** of \$250.00 per visitor. This amount is based off a set honorarium rate across Harvard. We recognize and honor the work of artists, and if this rate is a challenge, please explain this in your fund request. Class visitors who are current Harvard faculty members (teaching in other departments or within TDM) do not receive honoraria for class visits. For class visitors who are current Harvard staff, please contact Emily Warshaw, Department Administrator.
3. It is recommended that field trip requests to performances not exceed \$40 per individual ticket price. Instructors are encouraged to pursue group ticket rates whenever possible.
4. Instructors are strongly encouraged to **allow TDM to make all purchases for courses using TDM's purchasing card**. Harvard is not allowed to provide tax exemption documentation to individuals who are purchasing items with their personal cash or cards. If instructors are making a purchase with their own personal cards, instructors will **not be reimbursed for tax**.
5. Instructors (or TA/TFs) should budget for their entire semester and track spending.
6. Use of non-TDM funds (Provostial, Elson, etc.) also requires submission of the [TDM Fund Request Form](#), for spending tracking purposes.