

July 2009

TO: Chairs and Directors, Humanities and Arts-Related Areas

FROM: Gary Sandefur, Dean
Magdalena Hauner, Chair, Anonymous Fund Committee

RE: Anonymous Fund Proposals

The Anonymous Fund was established in 1943 to benefit UW-Madison programs in the arts and humanities. Funded by an anonymous donor, the bequest is charged to “strengthen and enlarge the cultural and artistic undertakings of the University.” The fund is able to provide between \$300,000 and \$450,000 a year towards arts and humanities programming.

The members of the Anonymous Committee are selected by the Dean of Letters and Science and represent a variety of campus constituencies from the arts and the humanities and the Chancellor’s office. The committee generally meets four times a year to consider the dozens of proposals that are submitted by departments, programs, and student groups.

The majority of Anonymous funding goes toward block grants for departments and programs that are involved in extensive public outreach: the School of Music, the Dance Program, Cinematheque, Theatre and Drama, the Arts Institute, Liberal Studies and the Arts, Tandem Press, the Center for the Humanities, and the Language Institute. Additionally, the Anonymous Fund supports the Lectures Committee and the UW Press so that books in the arts and humanities can receive subventions and distinguished speakers in the arts and humanities can be brought to campus. Given the large block grant that the Lectures Committee receives from Anonymous, the Anonymous Committee does not support requests for individual lectures.

Please note that some directions are specific to block grant applicants. The Committee requests that **block grant applications** indicate which events are an essential part of the department’s mission, e.g. certain theatre performances in Theatre and Drama, and which provide program enrichment, and set them in priority order. Since Anonymous can provide support only for the basic level of programming, include a report on current fundraising activities that will support programming beyond the basic level. Block grant applications can be submitted once a year only, with a February 5, 2010 deadline.

The remaining funds that the Committee is authorized to distribute each year are largely for conferences, performances, film screenings, exhibitions, and other special events sponsored by departments and programs often working together to initiate campus-wide events. The Committee suggests that whenever possible, programs should include both graduate and undergraduate students; ideally events will also be tied into current offerings in the curriculum. The Committee is also interested in supporting programs that are accessible to the greater Madison community. The typical individual grant ranges from \$1,500 to \$12,000. The Committee strongly encourages applicants to seek additional funding from other sources in order to strengthen their request. In general, the Anonymous Committee is reluctant to fund a particular project more than once.

Registered Student organizations are welcome to submit requests, but they must have the support of a department or program legally authorized to distribute university funds. As with all other proposals, requests from student organizations must have a strong artistic and intellectual component.

The Committee asks that nine copies of proposals be submitted to the Dean of Letters and Science in 105 South Hall. **Submission deadlines** for the 2009-10 academic year are: **September 18; November 6, 2009; February 5, 2010** (*block grants only to be submitted*) and **April 6, 2010**. The Committee meets approximately three weeks after each deadline, and you will be notified shortly after the meeting by e-mail or by phone on the outcome of your proposal. If you receive funding, a letter will be sent to you later with a funding account number for you to use, as well as with other administrative details.

Please use as a **cover page** for your proposal the attached form, which requests summary information on sponsoring and co-sponsoring departments and total dollar request to Anonymous. The form and this memo are also available on the L&S Handbook website at <http://www.ls.wisc.edu/handbook/ChapterTwo/ChII-17.htm>. Proposals must include a memo indicating the rationale for the request, likely audiences and estimate of turnout; additional sources of support applied for or obtained; the extent of community and student involvement; a **detailed itemized budget** (e.g. starting point of travel; per-unit and total cost); summarized cv's (at most a page for out-of-town guests); and letters of co-sponsorship. The budget needs to comply with University Guidelines (<http://www.bussvc.wisc.edu/acct/travel/>). For example, per diem expenses for out-of-town guests are currently set at a limit of \$70,- per night for hotel room, \$34,- for meals (\$8,- for breakfast, \$9,- for lunch, and \$17,- for dinner). The Committee will only pay for economy air travel.

Anonymous Fund allocations cannot be over spent. While Anonymous has been covering small overdrafts, over time these add up and use up funds which could be used to support more programs.

If possible, all requests for the current academic year should be submitted no later than the November deadline, since most of the funds for a given year are depleted by the beginning of the spring semester. Units submitting **block grants** should submit their materials by the February deadline for a meeting dedicated to block grants only.

We also request of all successful applicants that they acknowledge the Anonymous Fund at their events and that, within a month of the close of the event, the primary sponsor should file with the Dean's office a summary of the activities held, the size of the audience in attendance, and a brief statement as to how the requested budget was distributed. Funds not used by the end of the fiscal year (June 30) will be returned to the Committee unless an extension is requested by contacting Mehdi Rezai at 3-2317 or rezai@ls.admin.wisc.edu.

General questions about the Anonymous Fund and its role on campus may be addressed to Beth Hartzheim: hartzheim@ls.admin.wisc.edu, Dean's office, 105 South Hall, 265-6351.