

2026-2027 Guidelines for Arts at Oswego Funded Projects

Deadlines:

Funding Applications: March 23, 2026

Summary Reports: Within 30 Days after Program

Presenting an Arts at Oswego Program, funded by the Office of Arts Programming

The Office of Arts Programming is the primary source of support on the SUNY Oswego campus for programs and special current projects that complement the educational mission of the college through residencies, exhibits and other forms of engagement with arts professionals. Examples include the Performing Arts Series at SUNY Oswego, Living Writers Series, Visiting Artist Program, and Tyler Art Gallery exhibits. One-time projects proposed by academic departments and faculty are also eligible for support.

Resources for these activities come from the voluntary student arts fee, and contributions by faculty, staff and community supporters. Activities supported by the Office of Arts Programming serve all members of the campus and wider community. Specific projects in the arts often receive additional support from local and regional arts agencies, businesses and private foundations.

Proposals for support are received in the late spring for activities that will take place in the following academic year, and are reviewed on the basis of artistic quality, educational relevance, strength of planning, and commitment of other funds or resources. A successful funded program will engage students, faculty and staff, as well as community members across disciplines. Funding recommendations are the responsibility of the Arts Programming Committee, a diverse committee with faculty, staff and student representation.

As a Funded Program, you are responsible for:

1. Having some portion of the total program open to the campus and community.
2. Crediting The Office of Arts Programming in all printed materials and language as follows:
This program is supported in part by the Student Arts Fee, administered by The Office of Arts Programming.
3. Adequate promotion of the supported program. Including:

- Providing information and high-resolution photos (preferably horizontal format) to Tim Nekritz for a news release at least 4 weeks in advance.
- Providing information and high resolution photos to The Office of Arts Programming for posting on all marketing mediums.
- Posting posters/fliers throughout campus and uploading signage for the electronic bulletin boards.

4. Creating, negotiating, and signing all contracts with artists and arranging appropriate paperwork regarding payments.

5. Including information about accessibility in any press releases. For example, “If you have a disability and need assistance to attend this event, call ____ at ”.

7. Notifying any cancellation, rescheduling or re-location of programs ASAP by emailing the Communications and Marketing Office and The Office of Arts Programming. Also, it is important that all arrangements, such as room and hotel reservations, be canceled or changed in a timely manner. Notice of cancellation should be posted at the site of the event. Any plans to substitute a different artist must be approved by the Program Committee.

8. Submitting a Summary Report within 30 days after the completion of the funded program, including attendance figures at all portions of the funded event.

Artist Fees and Terms

1. The Office of Arts Programming will transfer funds into the provided account number upon receipt of Funding Agreement Form. The designated project organizer is responsible for overseeing all payments and reimbursements to artists, including travel, meals, etc., as well as reserving venues and all other program related needs. Please note, The Office of Arts Programming will fund artist meals and per diem but not receptions or banquets. Standard hotel rate for budget is \$122 at the Clarion Hotel and Suites Riverfront and Oswego County Per Diem rate is \$80/day, with an anticipated increase in the per diem rate beginning in October of 2025.

2. The Office of Arts Programming does not pay honoraria to faculty, staff or students.

International Artists

1. If you are considering bringing an artist from another country, you should be aware that the process of obtaining permission from the government bodies involved can be very lengthy and complicated. Instead, consider working with international artists who are represented by a U.S. agency or who are organizing a larger U.S. tour.

2. If you are interested in bringing an artist from another country and need more information about the process, you should contact Emily Junker at emily.junker@oswego.edu or 315-312-4581 before you commit to that artist.

Summary Reports

1. A Summary Report should be submitted within 30 days after the completion of the funded program (or, at the latest, included with the funding application for the next year) and should include copies of promotional materials and press coverage. See [Summary Report Form here](#).

Flexible Funding

1. Flexible Funding is a small portion of The Office of Arts Programming budget that allows the university to benefit from last minute opportunities such as artists who will be present in the region for other purposes. It may also be used to bring artists to classes. It is not intended to replace the spring application deadline for most projects. The amount for funding of these requests shall not exceed \$500.

2. Such programs must include at least one activity that is open to the campus and community, unless specifically approved for a closed class or club visit.

3. Requests for such funding should be submitted at least four weeks prior to the event and are subject to approval by the Arts Programming Committee.