



Guidelines

Purpose

The Materials Fund was created to make it possible for RISD scholarship students to purchase the equipment and supplies needed to advance their art and design education and practice.

The following expenditures may be included in the funding request:

- Materials, equipment and supplies for a specific project or course
- Textbooks required for a course

Funding is NOT available for:

- Food, clothing, housing

Who is Eligible

Applications are welcome from full-time undergraduate and graduate students in any major with demonstrated financial need.

Application Process

Once submitted, applications will be reviewed by a committee on a rolling basis. To apply, submit either a paper or electronic copy of the following application to Student Affairs (studaff@risd.edu). Because the review committee will read applications as anonymous submissions, please do not put your name anywhere in the text of your project description.

Distribution

Students will be notified within 5 business days of submission if their application has been approved. If materials can be purchased in any RISD Store funds will be distributed as RISD Bucks within 1-2 days of approval. If materials need to be purchased elsewhere, funds will be made available by check within 1-2 weeks of approval; please plan accordingly. **The committee reserves the right to determine the funding level.** Funds will be released to eligible students with the understanding that:

- The funding allocation will be used solely for materials as specified on your application
- You will inform Maggie Balch/Student Affairs of any changes to your project or materials request

Requirements

To meet full funding eligibility requirements, recipients must submit itemized receipts for the full amount of the award within a week of the purchases made. Recipients must also submit a photo(s) of their completed project with a single-page acknowledgement to the donors of the Materials Fund within 2 weeks of the due date of the project.

- Please submit receipts, photos and acknowledgement either electronically, hand-delivered, or through campus mail to:

Amanda Wright
Assistant Director of Donor Relations
RISD Office of Institutional Engagement
123 Dyer Street, 2nd floor, room 204
awright@risd.edu

- Note: If willing, please provide samples of any leftover materials to the Fleet Library's Materials Library

If you have questions about the application or selection process, please contact
Maggie Balch, Dean of Student Affairs

Application

Please submit to Carr House 3rd Floor, Student Affairs Office

Name & Student ID #		Today's Date
Campus Box	Phone	Email
Major		Anticipated Graduation Date
Course Name for Required Project		Faculty
Date Project is Due		Amount of funding requested
Short abstract of this project (less than 100 words)		
List of Supplies & Quantities Needed		

Does the RISD Store/3D Store carry the materials needed? Yes No

If no, please list stores that do carry the materials:

Additional Comments (if any) by Applicant

Applicant's Signature

Date

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Internal use only

Student Affairs *approve* *deny* *Receipt Attached*
Comments:

Academic Dean *approve* *deny*
Comments:

Financial Services *approve* *deny*
Comments:

