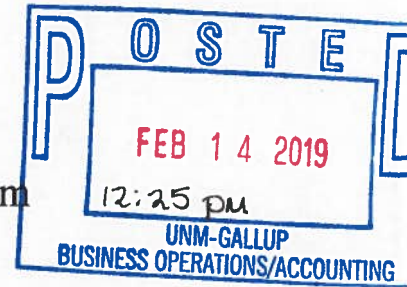# University of New Mexico-Gallup Campus
Staff and Faculty Mini-Grant Application Form
For 2018 - 2019 Fiscal Year

(please type or print)

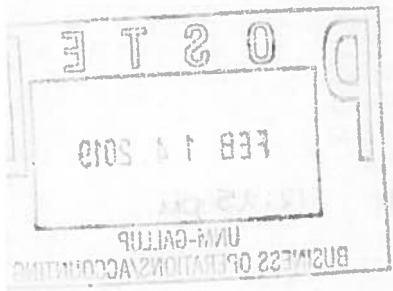Division: Arts & Sciences   Project Title: *Red Mesa Review* Macbook

New Project: Yes __X_____ No_____

Have you received funding this fiscal year? Yes_____ No __X____

1. Description of the project:

The *Red Mesa Review,* the revived literary journal of UNM-Gallup, wishes to buy a Macbook computer to help assemble the journal's digital layout and aid in the submission process. The computer will remain in the art studio used by Professor Kristi Wilson, one of the members of the editorial board. Programs on the Macbook can be used to create a copy of the journal that can be posted for free on the Internet, as well as to easily edit art and writing submissions.

2. Rationale for how the project will benefit the faculty, staff, students, UNM-G, or the communities at large:

The computer will be available to art students to format their projects for submission to the journal, which accepts black-and-white art in JPG format, 4" x 6" inches, 1200 x 1800 pixels, 300 dpi. This means that students who have created art in color or in three dimensions will have the opportunity to edit images of their work into the proper size before submitting. Students who wish to submit writing and have no device of their own will also have access to the computer to properly format and e-mail their submissions (the journal accepts only e-mailed work). In addition, faculty members who are both part of the journal editorial board and who are not will have the opportunity to use the Macbook for their work; Apple computers have programs, such as iBooks Author and other apps, not available on the Dell laptops that most of the faculty currently use. This increases the diversity of technology available on campus, provides potential professional development opportunities for faculty and staff (Strategic Direction 6), and augments the chance for the *Red Mesa Review* to strengthen relationships to the community and region by increasing publication of authors and artists from the area (Strategic Direction 7).

3. Expected outcomes or products of this project:

More finished journals and submissions to the *Red Mesa Review* is the primary goal of this project. The programs available on the Macbook, such as iBooks Author, will allow the editorial board to create the journal and see exactly what it would look like before printing; we would also have the ability to post this layout for free on the website. As well, in the past, art submissions have sometimes been too fine or detailed to realistically use them in the journal; this computer will eliminate the problem with editing before submission. Students will have a secure place to edit their work and to get advice on their visual projects from Professor Kristi Wilson, the art editor.

4. Describe the timeline for the project, resources needed, and the person responsible for each action step.

When: By the end of this semester, Spring 2019

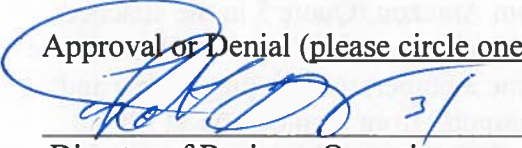Action Step: Purchase the Macbook and have it available in the art studio

Resources Needed: Money for the project

Responsible Person: Keri Stevenson (for grant and purchase), Kristi Wilson (for storage)

5. Estimated budget with justifications:

Our estimated budget is $969.00 for a purchase from Amazon (Quote 3 in the attached documents). This covers the purchase of an Apple Macbook Air, 13" screen. Because the author of this application (Keri Stevenson) is a Prime member, the shipping is free and we would not need to pay extra for it. The same computer from Apple costs $1199.00 (Quote 1), and from Best Buy, $1099.00 (Quote 2). This brand of Macbook is cheaper than the regular 12-inch Macbook, which costs $1299.00 or $1599.00 on Apple (Additional Figure 1- Comparison). We therefore would go with the Amazon number in order to purchase a Macbook while keeping the cost low and sustainable.

6. What other funding sources have you explored? Give details.
(Note: funds for this mini-grant must be expended by June 30, 2019)

   No other funds were available for the *Red Mesa Review*, and we have not looked elsewhere.

7. If application is approved, the applicant must electronically submit the written final report as a pdf file to the Committee Chair, Carmela Lanza, Eng48@unm.edu within two weeks upon the completion of the project.

Prepared by (please type or print): ___Keri Stevenson_____ Date: __02/14/19____

Approval or Denial (please circle one):

_____ ___02/14/2019___
Division Chair or Supervisor   Date

Approval or Denial (please circle one)

_____ ___3/5/2019___
Chair, Mini-Grant Committee   Date

Approval or Denial (please circle one)

_____ 3/6/15

Director of Business Operation   Date

Reason(s) for denial.   (Applicant may resubmit proposal for 2019-2020):

Please submit your mini-grant application to Ms. Geralene Lahi, Accountant I, Business Office (SSTC 286, extension 7577), after you obtain your division head's or supervisor's signature.

Due to Geraldine Lahi's Office by Friday, 2/15/2019 5:00 p.m.
Decisions will be announced by no later than 3/01/2019