
■ *Campus Artist and Lecture Series*

**CAMPUS ARTIST AND LECTURE SERIES
2017-2018 LECTURE GRANT APPLICATION**

Things to Remember

- ▶ 1. The maximum award for a grant is \$500.00
- ▶ 2. Grant applications submitted for events that take place prior to the grant application deadline will not be accepted.
- ▶ 3. “Grant funds may not be used for salaries, honoraria, fees or meals for any Cortland faculty, staff or students” (per ASC Program Grant Guidelines).
- ▶ 4. A contract is required for each lecture. The ASC contract to be used will be included, along with a W-9 form, with the award letter you will receive when and if your application is accepted. All contracts must now be reviewed and signed by Vice President for Finance and Management, David Duryea. Questions are to go through Melissa Fox, Director of Purchasing (607-753-2305, Miller Building, Room 309).
Exceptions: Speakers being completely funded using SGA funds and/or ASC grant money.
- ▶ 5. Grant funds may not be used for performance-based programs.

Fall 2017 Deadline

Applications must be received by ***Thursday, September 7, 2017*** in order to be considered for September, October, November and/or December 2017 lecture programs. Applications received after this date will not be eligible for any fall semester funds remaining.

Spring 2018 Deadline

All applications must be received by ***Tuesday, January 30, 2018*** in order to be considered for February, March, April and May 2018 lecture programs. Applications received after this date may not be eligible for any spring semester funds remaining.

The Campus Artist and Lecture Series Committee (CALs) is pleased to announce the Lecture Grant Program for the 2017-2018 academic year. There is **\$15,500** for the academic year available to support single lecture events, panel discussions and debate format programs (**NOT Performances**). Applications to participate in this year's program are solicited from the entire college community: faculty and staff, student clubs and organizations and college-wide committees.

Lecture Grant Application requests will be accepted and reviewed by the Campus Artist and Lecture Series (CALs) Committee twice a year. The Committee does its best to meet within four business days of each semester's application deadline. This packet contains the Lecture Grant Program Guidelines requirements, and application. **Please pay close attention to the guidelines and requirements as they relate to the lecture application process, program budget and deadlines. Lecture applications not fully completed will be returned and may not be eligible for grant consideration.** Rather than leave items blank, please call and ask questions if you have any. If you have any questions regarding the application process, please feel free to contact CALs at 753-5574.

Guidelines for Lecture Grant Program

- ▶ 1. The Campus Artist and Lecture Series should NOT be viewed as the only source of funding support for any proposed lecture program. This is intended as a supplemental grant only. The CALs Committee reserves the right to limit the total number of awards to any one applicant and/or organization, and the amount awarded per semester, to ensure equitable distribution of funds.
- ▶ 2. The CALs Committee will base its decision regarding lecture program funding on the following criteria:
 - A) The ability to reach a broad range of participants within the college community
 - B) Other sources of funding support requested and/or secured
 - C) Total award dollars available
- ▶ 3. To be considered for a CALs Lecture Grant:
 - A) The application must be complete, containing specific/detailed information, especially in regard to the program budget and expenses.
 - B) The applicant must demonstrate his/her ability to successfully implement the program through effective organization and thorough marketing and promotion.

General Requirements for the Lecture Grant

- ▶ 1. All lecture events must be free and open to the entire campus community: students, faculty, staff, etc.
- ▶ 2. It is the responsibility of the person submitting the application to make sure a room for the event has been reserved through the College's scheduling system. This should be done prior to submitting the application. Keep in mind that classrooms cannot be reserved until after Drop/Add has concluded each semester.
- ▶ 3. The Office of Institutional Advancement must be notified of the lecture event (minimum of two weeks in advance) for the purpose of college-wide publicity and promotion. This is not the responsibility of the CALS committee.
- ▶ 4. Grant applications submitted for events that take place prior to the grant application deadline will not be accepted.
- ▶ 5. The award allocation from the CALS Lecture Fund *may be used for:* honorarium, lodging, travel or publicity or promotion.
- ▶ 6. CALS Lecture Funds *may not be used for:*
 - 1. To support any program that conflicts with (same day and time) any CALS Performing Arts Series event, another lecture sponsored by the CALS Lecture Grant Program or any major campus event (i.e. Homecoming, Family Weekend, etc.). For a calendar of events on campus, go to MyRedDragon.
 - 2. Any program held in a venue with a seating capacity of fewer than 60 people.
 - 3. Any program that is being presented only during a class session and/or that is held at a time and place not conducive to welcoming other members of the campus community.
 - 4. Any program that is performance-based rather than a lecture format.
 - 5. Salaries, honoraria, fees, or meals for any SUNY Cortland faculty, staff, or students (this includes adjunct faculty).
 - 6. Events *not* being held either on the SUNY Cortland main campus.

Lecture Fund Application Process

- Submit the **Lecture Grant Application** to the Campus Activities and Corey Union Office, Corey Union, Room 406 by the date specified. Any incomplete applications will not be considered and will be returned. Applications should be submitted electronically.
- The Campus Artist and Lecture Series Committee will consider only complete applications, containing specific and detailed program information. Complete applications must include lecturer's vitae or supporting credentials. The submission of additional relevant information is highly encouraged. The committee may make requests for additional information, if necessary, before acting on an application.
- **Significant deviation from the approved application (i.e. change in speaker, date and/or topic) must be approved in advance. Changes must be submitted in writing and approved by the CALS Committee.** In the event the lecture is canceled, funding will be withdrawn. Funding awards are not transferable from semester to semester. However, an applicant is permitted to reapply for available funding the next semester.
- Upon funding approval, an award letter and other essential forms will be forwarded to the recipient. This award letter **MUST** be signed and returned upon receipt since it is written verification of the award, and is required to process payment.
- A minimum of **two (2) weeks** notice is required to guarantee payment on time by the date of the lecture event. **It is your responsibility, as award recipient, to make prior arrangements for receipt of payment.** Payment for the honorarium will be made **“payable to”** the guest lecturer or departmental account. All other bills will be made **“payable to”** a business or departmental account. Award payment will be made by check from the Auxiliary Services Corporation. If you have any questions regarding payment, contact the Corey Union Office at 753-5574. **Payment can not be made to SUNY Cortland faculty/staff or adjunct professors.**

We will need the following materials in order to process payment

- ✓ Contract
- ✓ Signed award letter
- ✓ Completed W-9

- An attendance report will be attached to your award letter. This report **must be completed and returned within one (1) week following the event.** At this time, the award recipient, in addition to returning attendance figures, must attach copies of all publicity and promotional materials (i.e. newspaper ads, flyers, posters and programs). Failure to submit this information will adversely influence consideration of future applications.

(Revised 5/17)

**CAMPUS ARTIST AND LECTURE SERIES
LECTURE GRANT APPLICATION**

1. Contact person responsible for this request:

Name _____
Department/Club/Organization _____
Campus Address _____
Campus Phone # _____ Cell or Home Phone # _____
E-Mail Address _____

2. Program Title: _____

3. Name of Lecturer (Attach vita!) _____

4. Description of Lecture: _____

5. Date of Lecture: _____ **Time:** _____

Location (Building) _____ **(Room)** _____

6. Sponsoring department(s)/club(s)/organization(s) _____

**7. Describe the publicity and promotion to be used for this lecture event
(Be specific)** _____

**8. Please list other alternate sources of funding sought in support of this lecture
and the amount(s) both sought and committed:**

Committee/Organization/Department	Amt Sought	Amt Committed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. **Program Budget:** This information must be filled out in detail if application is to be considered for funding.

Honorarium \$ _____

Travel \$ _____

Type of transportation _____

Traveling from _____

Lodging \$ _____

For how many nights? _____

Publicity and Promotion

Type _____ Cost _____

\$ _____

Other Expenses \$ _____

(Please be specific) _____

TOTAL EXPENSES \$ _____

AMOUNT OF FUNDING REQUESTED \$ _____

**Please submit application electronically to
Sandra Wohlleber and/or Mavis LeFever**

**For further information call 753-5574 ~ E-mail: sandra.wohlleber@cortland.edu
and/or mavis.lefever@cortland.edu**