

CAMPUS ARTIST AND LECTURE SERIES 2009-2010 LECTURE GRANT APPLICATION

Things to Remember

- ▶ 1. The maximum award for a grant is \$500.00
- ▶ 2. No grant applications will be accepted if submitted after the date of the program.
- ▶ 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.
- ▶ 5. Grant funds may not be used for performance-based programs.

Fall 2009 Deadline

Applications must be received by ***Thursday, September 10, 2009*** in order to be considered for September, October, November and/or December 2009 lecture programs. Applications received after this date may not be eligible for any fall semester funds remaining.

Spring 2010 Deadline

All applications must be received by ***Wednesday, February 3, 2010*** in order to be considered for February, March, April and May 2010 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 2009-2010 academic year. There is **\$13,000** 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. The Ccommittee 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. Funding is limited so we encourage you to apply early. 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 adequate 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 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 open (at no charge) to the entire campus community: students, faculty, staff, etc.
- ▶ 2. All information pertaining to the lecture event must be filed via a Facilities Request Form with the Campus Activities and Corey Union Office, Corey Union, Room 406.
- ▶ 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.
- ▶ 4. No grant application will be accepted if submitted after the date of the program.
- ▶ 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 performance, 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 www.campact.cortland.edu
 - 2. Any program held in a venue with a seating capacity of fewer than 60 to 75 people.
 - 3. Any program that is being presented only during a class session and 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 or at 9 Main Street in Cortland.

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 may be submitted electronically.
- The Campus Artist and Lecture Series Committee will consider only complete applications, containing specific and detailed program information. The submission of supplemental information is **highly encouraged**. Please include lecturer's vitae or supporting credentials. 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 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 (as sent with award letter) required by ASC**
✓ **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 5/09

**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)** _____
Applicant MUST complete a Facilities Request Form
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 committed:**

Committee/Organization/Department	Amount 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 \$ _____

Publicity and Promotion \$ _____

Type of publicity _____

Other Expenses \$ _____

(Please be specific) _____

TOTAL EXPENSES \$ _____

AMOUNT OF FUNDING REQUESTED \$ _____

**Please return this application to
Office of Campus Activities and Corey Union
Corey Union, Room 406**

For further information call 753-5574 ~ E-mail: sandra.wohlleber@cortland.edu

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