
■ *Campus Artist and Lecture Series*

**CAMPUS ARTIST AND LECTURE SERIES
2021-2022 LECTURE GRANT APPLICATION PARAMETERS**

Things to Remember

All guest speakers must present virtually during the Fall 2021 semester. With the pandemic continuing and colleagues starting to make plans for the upcoming academic year, the decision has been made to err on the side of safety and well-being for these extracurricular events. Decisions regarding Spring 2022 presentations will be made at a later date

All applicants are encouraged to carefully consider the technology needs for their event. The Campus Artist and Lecture Series Committee will not provide assistance in this area.

- ▶ 1. The maximum award for a grant is **\$350.00**
- ▶ 2. Grant applications submitted for events that take place on or 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 be reviewed and signed by Provost, Mark Prus. 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 2021 Deadline

Applications must be received by **Thursday, September 9, 2021** in order to be considered for September, October, November and December 2021 lecture programs. Applications received after this date will not be eligible for any fall semester funds remaining.

Spring 2022 Deadline

All applications must be received by **Tuesday, February 1, 2022** in order to be considered for February, March, April and May 2022 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 2021-2022 academic year. There is **\$8,500** 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 university community: faculty and staff, student clubs and organizations and university-wide committees. As a reminder, all speakers must present virtually through the Fall 2021 semester. A decision regarding Spring 2022 presentations will be made at a later date

Lecture Grant Application requests will be accepted and reviewed by the Campus Artist and Lecture Series (CALs) Committee twice a year. Applications will only be reviewed during the round of funding that coincides with the date of the event. 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 not be eligible for grant consideration.** Rather than leave items blank, call and ask any questions you may have. Contact the committee at 607-753-5574.

Guidelines for Lecture Grant Program

- ▶ 1. The Campus Artist and Lecture Series must 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 SUNY Cortland 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 their ability to successfully implement the program through effective organization and thorough marketing and promotion.
 - C) During an ongoing pandemic, the applicant must follow whatever additional safety and well-being requirements the University has in place. For example, submitting a completed COVID-19 Formstack application to accompany any room/space reservation. These applications are linked off the Campus Activities and Core Union website if not available via EMS.

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 any room needed for the event has been reserved through Cortland's scheduling system. This should be done prior to submitting the application if possible. Keep in mind that classrooms cannot be reserved for usage during the week until after Drop/Add has concluded each semester. *During a pandemic, all limitations to in-person events must be followed. Remember: For Fall 2021 all speakers must present virtually.*
- ▶ 3. The Office of Institutional Advancement must be notified of the lecture event (minimum of two weeks in advance) for the purpose of university-wide publicity and promotion. This is not the responsibility of the CALS committee.
- ▶ 4. Grant applications submitted for events that take place on or prior to the grant application deadline will not be accepted.
- ▶ 5. The award allocation from the CALS Lecture Fund ***may be used for:***
 - 1. Honorarium, lodging, travel or publicity/promotion for in-person presentations.
 - 2. Honorarium or publicity/promotion for virtual presentations.
- ▶ 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, go to MyRedDragon.
 - 2. Any program held in a venue with a seating capacity of fewer than 60 people. *During a pandemic it is acknowledged that this requirement may need to be flexible and attendees may be virtual.*
 - 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 on the SUNY Cortland main campus unless the presentation is required to be done virtually.

If you are unsure about anything and/or would like to see a copy of an appropriately completed CALS lecture grant application, a copy of a generic application is linked off the school's Campus Activities website.

Lecture Fund Application Process

- Completed applications are to be submitted electronically (see bottom of application for appropriate email address(es). They must reach the Campus Activities and Corey Union Office, Corey Union, Room 406, by the date specified.
- 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.
- **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 encouraged 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. It is strongly preferred that completed items are returned electronically or via campus mail.
- 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.** Failure to submit this information will adversely influence consideration of future applications.

(Revised 6/2021)

**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):

If needed, has room been reserved yet? Yes No

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

7. Under which one of Cortland's priorities does this speaker best fit and why?

Academic Excellence:

Transformational Education:

Well-being:

Maximizing Resources:

8. Describe the publicity and promotion to be used for this lecture event. If this speaker is part of a larger conference/symposium, etc. focus on how this particular portion of the larger event will be advertised as free and open to the public.

9. List alternate sources of funding sought in support of this particular presentation. Include the amount(s) both sought and committed:

Committee/Organization/Department	<u>Amount Sought</u>	<u>Amount Committed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Totals:	\$ _____	\$ _____

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

Honorarium: \$ _____

Travel \$ (N/A for Fall 2021)

Type of transportation: _____

Traveling from: _____

Lodging \$(N/A for Fall 2021)

For how many nights? _____

*Note: Eligible for reimbursement at NY State rate or lower (\$93 per night)

Publicity and Promotion:

Type _____ Cost _____

\$ _____

Other Expenses:

(Be specific) _____

\$ _____

TOTAL COST:

\$ _____

MINUS AMOUNT COMMITTED:

-

\$ _____

BALANCE REMAINING:

\$ _____

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@cutland.edu
and/or mavis.lefever@cutland.edu**

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