

**UNIVERSITY FACULTY SENATE  
COMMITTEE ON CULTURAL ACTIVITIES AND  
PUBLIC EVENTS  
REQUEST FOR FUNDING**

**(Revised 09/02)**

Before completing this form please read the charge and guidelines of this committee on page 4. Submit **12 copies** of this form to **Karren Helsel-Spry, Faculty Senate Office, 011E Hullahen Hall**, according to the following schedule. For events to take place during the forthcoming **Fall semester (or the full academic year)**, submit requests by **May 1**. For events to take place during the forthcoming **Spring semester only**, submit requests by **October 15**.

**Today's date:** \_\_\_\_\_

**Requester's name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Representing the following unit** (individual faculty, department, program, college, or student organization):

**Campus address:** \_\_\_\_\_

**Campus telephone:** \_\_\_\_\_

If this speaker, activity or event will be co-sponsored by another faculty member, department, program, college, or student organization, please identify the co-sponsor:

\_\_\_\_\_  
\_\_\_\_\_

**Title and brief description of event:**

\_\_\_\_\_  
\_\_\_\_\_

**Date of event:** \_\_\_\_\_

**Location of event:** \_\_\_\_\_

\_\_\_\_\_

List the person(s) involved in the event and summarize his/her/their credentials (append material if necessary):

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Anticipated size and description of audience guideline: (funding is usually restricted to events with wide audience appeal):

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What opportunities will be provided for faculty, staff, and students to meet with the person(s) involved in this event?

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## TOTAL PROJECTED BUDGET FOR THIS EVENT

**EXPENSES:** The C.A.P.E. Committee will normally provide no more than \$500 of matching funds per semester for speakers in any one unit. **REIMBURSEMENTS WILL NOT BE PROVIDED FOR REFRESHMENTS, RECEPTIONS, DINNERS, S-CONTRACTS, ETC.**

*Honorarium* (not payable to federal or UD employees) \$ \_\_\_\_\_

### *Travel*

Transportation \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Travel subtotal \$ \_\_\_\_\_

*Publicity* (please describe)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Publicity subtotal \$ \_\_\_\_\_

**Miscellaneous** (for example: materials; equipment, media and space <sup>11</sup>rentals; technical expenses; etc.) Please describe.

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous subtotal \$ \_\_\_\_\_

**EXPENSES\*** \$ \_\_\_\_\_ **TOTAL**

**FUNDING**

***Matching funds***

College/Department/Program \_\_\_\_\_ \$ \_\_\_\_\_  
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Other sources. Provide details below.

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Other sources subtotal \$ \_\_\_\_\_

In kind. Provide details below.

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

In kind subtotal \$ \_\_\_\_\_

**AMOUNT REQUESTED FROM THE C.A.P.E.  
COMMITTEE**                    \$ \_\_\_\_\_

**TOTAL FUNDING\***                \$ \_\_\_\_\_

\*NOTE: Total funding must equal total expenses.

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## **FOLLOW-UP REPORT**

A follow-up report is required for all funded events. Please provide the following information to the CAPE Committee Chair within **two weeks of the event.**

1.     Actual size of audience:

\_\_\_\_\_

2.     Description of audience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.     Assessment of the success of this event in light of the charge of this Committee (see page 4):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Advertising. Describe your advertising and include samples of all that was undertaken for this event:

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### COMMITTEE CHARGE

The objective of the Committee on Cultural Activities and Public Events is to foster, encourage and coordinate throughout the University programs of local, national, and world significance that illuminate, explain, articulate, or are a creative part of the cultures of mankind. The committee shall work with any and all agencies of the University specifically to sponsor, direct, or advise on programs which bring to the University notable and creative figures in scholarship, presentations, art exhibits, and media productions, or any presentation that reflects upon the University's obligation to foster and contribute to the cultural life of the community and the world.

### COMMITTEE GUIDELINES

The committee will:

1. normally provide supplemental funds only to those cultural activities and public events that will potentially appeal to a wide university audience.
2. support programs and speakers in visual arts (2D and 3D, video and film), performing arts (dance, music, and theatre), and other cultural events (critical, historical, technological, and scientific).
3. consider requests from departments, programs, colleges, individual faculty, and student organizations.
4. consider funding requests that will take place within the **Fall** and/or **Spring** semester academic calendar.
5. normally provide **no more than \$500 per semester of matching funds** for speakers to any unit.

6. For any one event, only one unit (department, college, etc.) will be **reimbursed**. In cases of joint seminars, each sponsoring unit must clearly delineate which speakers are being funded from each unit. **Reimbursements will not be made to two or more units for the same speaker.**

7. Reimbursements for expenses are given to units for a **specific** event. Any **changes** made by a unit in an event or in the topic, date and/or location **must be submitted to CAPE for approval.**

8. If the expenditure of CAPE funds for any specific event is smaller than the CAPE allocation the **balance of the funds will return to CAPE for reallocation.**

9. Reimbursements will be made for only the following expenses: honoraria; transportation, lodging, and meals of speakers, artists, etc.; publicity; materials; equipment and media rentals; and technical expenses. CAPE funds will not be provided for refreshments, receptions, dinners, etc. **Copies of documentation showing payment for events from University accounts must be submitted to the University Faculty Senate Office before May 1. CAPE funds will be transferred into those University accounts showing expenditures.**

Submit application documents to: Karren Helsel-Spry, Administrative Assistant, University Faculty Senate Office (011E Hullihen Hall).

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<sup>[1]</sup>Events scheduled at some campus locations (i.e., the University Center) may incur charges for space rental.