REQUEST FOR FUNDING

(Revised 09/02)

Before completing this form please read the charge and guidelines of this committee on page 4. Submit a copy of this form to Karren Helsel-Spry attached to an email @karren@udel.edu 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):

______________________________________________________________________________
______________________________________________________________________________

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

______________________________________________________________________________
______________________________________________________________________________

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

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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\textsuperscript{[1]} rentals; technical expenses; etc.) Please describe.

____________________________________________  $_______
____________________________________________  $_______
____________________________________________  $_______

Miscellaneous subtotal  $________

TOTAL EXPENSES*  $________

________________________________________________

FUNDING

Matching funds

College/Department/Program  $_______

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.

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:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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).

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