

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

(Revised 5/21)

Before completing this form please read the charge and guidelines of this committee on page 4. Email this form to **Karen Holden - krholden@udel.edu** according to the following schedule: for events to take place during the upcoming **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 email: _____

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 ^[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: Karen Holden, University Faculty Senate,
krholden@udel.edu

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