

## **Endowed Lecture Fund Application**

### ***Please note:***

- Applications should be submitted as early as possible before the proposed lecture. Applications are considered on a rolling basis and available funds may be exhausted at any time during the academic year.
- Applications must be submitted by a CC community member (faculty or staff member), representing a college department, program, or organization.
- In order that the funds are used for maximum benefit, preference will be given to applications that show broad collaboration and engagement across campus, and significant efforts to build an audience and connect with the college's academic program.
- A complete balanced budget for the lecture and any associated activities is required, including all funding sources (income) and costs (expenses). Excel spreadsheets can be copied and pasted into the application.
- Your budget should include funds to broadly publicize the event. This might include print, radio, and social media as appropriate to the audience.

## **APPLICATION**

### **A. TO WHICH FUND ARE YOU APPLYING?**

*Demarest Lloyd Endowed Lecture in the Humanities Fund*  
*OR*  
*William Jovanovich Lecture in Public Affairs*

### **B. YOUR CONTACT INFORMATION**

1. Submitted by:
2. Phone number:
3. Email address:
4. Campus affiliation (department, program, or organization):

### **C. PROGRAM**

1. Event title (lecturer, title of lecture if known, etc.):
2. Target audience(s) (students, faculty, staff, alumni, public, etc.):
3. Program start date and time:
4. Program end date and time:
5. Location:
6. Ticket price, if any:

7. Describe the practical elements of the proposed programming (who, what, where, when) and target audience including identification of the key collaborators on campus.

8. How does this event meet the criteria for the specific lecture fund (see *descriptions of the funds*)? What future opportunities does it afford?

#### **D. COMMUNITY OUTREACH**

- ***The college has designated contacts for publicizing events to both internal and external audiences. Please contact the Office of Communications, assistant vice president for communications Stephanie Wurtz (x7601) and/or director of news and media relations Leslie Weddell (x6038) for ideas and assistance with publicity.***

1. How will this program be publicized to the target audience(s)? How will you encourage and build attendance?

2. What specific academic engagement have you identified? Please list faculty and their course offerings that connect directly with the proposed programming, including details of the engagement (convergence class, lunch, event attendance, post-event follow-up, etc.)

#### **E. BUDGET REQUEST**

1. Total project budget:
2. Amount requested from the endowed lecture fund:
3. What other funding will support this program?:
  
4. Funding amount secured or available:
  
5. Has the requesting individual, group, or program previously received support from the endowed lecture fund, and if so, for what?:
  
6. Please provide a detailed budget below or attach a separate document.  
([Example budget proposal](#))

**F. POST EVENT REPORT**

If funding request is approved, I agree to submit a post-event report as outlined on the Academic Events Committee webpage ([link](#)). I understand that if I do not submit a post-event report, the AEC will not review future applications from me.

☐ I agree

Please send the completed application to [AEC@coloradocollege.edu](mailto:AEC@coloradocollege.edu)