Five College Symposium Fund Application

The Five College Symposium Fund annually supports larger-scale cross-campus initiatives such as symposia, conferences, and residencies. Most Symposium Fund events will involve a day-long or multi-day gathering of both Five College faculty experts and visiting experts critically engaging around a central, clearly defined topic. In some cases, events may be centered around the work of a single distinguished guest, but they should still feature formal opportunities for engagement with Five College faculty members. Many will also include complementary elements such as class visits, public lectures, lunches with students, or presentations at faculty seminars.

All proposals must demonstrate a high degree of cross-campus collaboration and benefit. Applicants should take advantage of the wealth of resources at the five institutions and their surrounding communities and build on them to create new connections and opportunities. In accordance with the [Statement on Racial Equity & Justice at Five Colleges, Incorporated](https://www.fivecolleges.edu/consortium/racial-equity-and-justice) (https://www.fivecolleges.edu/consortium/racial-equity-and-justice), events that seek to promote racial equity through their structure and/or content are particularly welcome and may receive special consideration.

Events must include components that are free and open to the public. Five College faculty members must be allowed to participate at no cost. Established events (e.g., a program’s annual symposium) are eligible for funding, but preference may be given to new initiatives. Other eligibility requirements are listed below in the application.

Awards from the Symposium Fund may range from $2,000 to $15,000, with most awards falling within the $2,000 to $6,000 range. We will generally fund no more than 75% of the total event budget. However, on rare occasions, we may fund up to 100% of a total event budget.

Proposals that receive higher levels of funding will persuasively demonstrate how they will further Five College collaboration, both during and after the funded events. If you are planning to apply for the maximum ($15,000) amount, your event must meet the following criteria:

* It must take place during the academic year;
* It must not be an annual event;
* It shouldn't have significant outside funding (i.e. grant funding).

An award of that size is rare and will only be given to events that would not be able to happen without the Symposium Fund.

All applications must include a detailed budget that lists anticipated expenses and revenues *as an editable spreadsheet* (Excel, Google spreadsheet, etc.). You may [download a basic budget template](https://www.fivecolleges.edu/faculty/symposium-fund) athttps://www.fivecolleges.edu/faculty/symposium-fund or submit your own spreadsheet containing the same information.

There are two application deadlines per year. Award decisions will be made by Five College Academic Programs staff and notifications sent approximately 3-4 weeks after each deadline.

# Calendar

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| --- | --- | --- |
| **Application deadline** | **Decision notification** | **Funds available** |
| November 1, 2023 | November 30, 2023 | January 1, 2024 – June 30, 2025 |
| March 1, 2024 | March 30, 2024 | July 1, 2024­ – December 31, 2025 |
| November 1, 2024 | November 30, 2024 | January 1, 2025 – June 30, 2026 |
| March 1, 2025 | March 30, 2025 | July 1, 2025 – December 31, 2026 |

# Contact

Submit your application to:  **fcacademics@fivecolleges.edu**

If you have questions or seek advice, contact Ray Rennard, Director of Academic Programs, at rrennard@fivecolleges.edu or (413) 542-4011.

# Proposal Information

## Primary contact/applicant:

**Name:**

**Department:**

**Rank:**

**Campus:**

**Email:**

**Phone:**

## Other event organizers:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Department** | **Rank** | **Campus** |
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## Event information:

**Sponsoring Group(s)** (if applicable)**:**

**Name of Event:**

**Date(s) and Location(s) of Event(s):**

**Total Event Budget\* =**

**Total Amount Requested from Symposium Fund =**

\*Remember that all applications must include a detailed budget that lists anticipated expenses and revenues *as an editable spreadsheet*.

# Eligibility

Events funded by the Five College Symposium Fund must demonstrate a high degree of cross-campus collaboration and benefit. You must meet at least one of the following criteria or a combination thereof in order to qualify for funding. Check all that apply and provide details below and elsewhere as appropriate.

**Faculty members from at least 3 campuses are *substantively* involved in event planning.**

*If checked*, describe the roles/contributions of the planning committee members below.

**Events are sited on at least 3 campuses.**

*If checked*, include detailed information in the Proposal Information section and add additional information below as necessary.

**Programming features faculty members from at least 3 campuses (e.g., as speakers).**

*If checked*, include detailed information in the Event Details section and add additional information below as necessary.

**Event has received *substantial* financial contributions and/or in-kind support from at least 3 campuses.**

*If checked*, include detailed information on the attached budget spreadsheet and add additional information below as necessary.

**At least 3 campuses are involved in the event through a combination of the above.**

*If checked,* describe how at least 3 campuses are substantively engaged in this event below.

**Details:**

# Event Details

1. **Describe the event/series of events, including its focus/purpose, format, and intended audience.**
2. **What makes this a collaborative, Five College event (as opposed to a single- or two-campus event)? How does this event incorporate the priorities of multiple campus constituencies and benefit the greater Five College community?**
3. **Describe your promotional plans, particularly how you will reach audiences located outside of the campus(es) where your event(s) will be hosted.**
4. **Will the visiting speaker(s) engage with the Five College community outside of the main events, such as by presenting at a faculty seminar, giving a public talk, or visiting a class?  If so, how?**
5. **If applicable, describe how the event(s) seek to promote racial equity through their structure and/or content.**