Five College Lecture Fund Application

The Five College Lecture Fund annually supports smaller-scale cross-campus initiatives such as lectures, performances, and small exhibitions. Normally, grants are made for special “one-time” events and not events repeated annually or as part of an ongoing series. All proposals should demonstrate a high degree of cross-campus collaboration and benefit. In accordance with the [Statement on Racial Equity & Justice at Five Colleges, Incorporated](https://www.fivecolleges.edu/about/racial-justice-equitydei-programs) (https://www.fivecolleges.edu/about/racial-justice-equitydei-programs), 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. Other eligibility requirements are listed below in the application.

Awards from the Lecture Fund range from $200 to $2,000. We will generally fund no more than 75% of the total event budget.

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/lecturefund) at https://www.fivecolleges.edu/faculty/lecturefund or submit your own spreadsheet containing the same information.

Applications are rolling. To allow us time to carefully review your application and complete any necessary follow-up, please apply at least 4­ to 6 weeks before your event is scheduled to take place. Proposals are evaluated based on the relevance of the event to Five College constituencies and the extent to which the proposal persuasively demonstrates the collaborative nature of the event. Award decisions are made by Five College Academic Programs staff.

# 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:

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| --- | --- | --- | --- |
| **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 Lecture 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 Lecture 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/or 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 2 campuses.**

*If checked*, include detailed information on the Proposal Information page above and add additional information below as necessary.

**Event has received 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.

*Note: If you only meet this eligibility criteria, the Lecture Fund will generally award no more than the total contributions of the non-host campuses.*

**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 program being planned and its potential value for the Five College community. What makes this a collaborative, Five College event (as opposed to a single- or two-campus event)?**
2. **Describe your promotional plans, particularly how you will reach audiences located outside of the campus(es) where your event(s) will be hosted.**
3. **If applicable, describe how the event(s) seek to promote racial equity through their structure and/or content.**