**CAS Tier 1 Event funding application – From $0 to $3000**

**Event Funding Details**

* Application deadline: November 1 for the following spring semester and April 1 for the following fall semester
* Frequency: two applications funded per semester
* Funding decided by CAS Speaker and Events Committee

**CAS Responsibilities** (contingent upon the completion of the information form if the application is approved)

* Process honoraria and reimbursements/per diem
* Book venue / for date and time, in consultation with faculty applicant
* Make any reception arrangements (food, location)
* Arrange for speaker’s transportation and lodging
* Design and distribute flyer
* Publicize event by posting event information on CAS website and various event calendars, creating and distributing press releases, emailing CAS list serve, etc.
* Assist with technical equipment arrangements as necessary, edit video recordings and post as applicable
* Attend event whenever possible

Applicant Responsibilities

* Apply for funding from other units for cost-share
* Make reservation for faculty dinner after talk (if applicable)
* List CAS as a co-sponsor on all publicity
* Submit follow-up report including a short news article suitable for publication within 30 days of event\*
* Submit all expenses and reimbursement requests not arranged by CAS within 30 days of the event date\*
* Must follow university policies for all expenditures
* **\*Failure to submit the event report or relevant receipts within 30 days of the event will render the faculty member ineligible for CAS event funding during the following academic year.**

**Maximum of $3000 total**

**Application for CAS Tier 1 Event Funding**

**Instructions**

To apply for event funding from the Center for Asian Studies, please fill out this form, attach a one-page CV for each presenter or performer, and email to Liza Williams at liza.williams@colorado.edu. Feel free to send any questions about the application beforehand.

  **Application Submission Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Applicant Information**

1. Name and Title:

2. Department or Affiliation:

3. Name and Email Address of Department Chair and Administrator:

5. Telephone:

6. Email address:

 **Event Information**

1. Title of Event:

2. Proposed Date and Time of Event:

3. Venue (room no., etc.):

(If undecided, please provide examples of rooms that may be appropriate for this event)

4. Admission charge for event? \_\_\_Yes   \_\_\_No

5. Briefly describe your event (lecture, performance, film showing, etc.) and explain how it is relevant to Asian Studies.

6. What departments, CU entities, or community organizations do you think would be interested in this event?  Does the event appeal across disciplines?

8. Would your presenter(s) be willing to have a video recording made of this event to be uploaded to CAS’s YouTube channel and posted on our website if deemed appropriate? Recording NRC funded events is helpful for grant sustainability but will have no bearing on funding decisions.

 **Budget Details –**

1. Complete Budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(approximate cost of entire event)

2. Amount Requested of CAS: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(may not exceed $3000)

3. Itemized Request from CAS (please check the appropriate box and include a detailed breakdown of expenses - for example 2 guests x 2 nights @ $159 at Hilton Garden Inn = $636)

☐ Total Honorarium $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please include a justification for any honoraria over $300. If more than one person, list all names and amount for each person:

☐ Travel:

 Domestic/international airfare $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please get quote from Christopherson Business Travel, all international travel arrangements will require pre-approval prior to purchase regardless of whether arranged by CAS or reimbursement)

Ground transportation $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lodging $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (please get quote from local hotel)

 Per Diem $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (per diem rate for Boulder is $80 for full day and $60for first and last day of travel as of 10/1/2024)

☐ Reception (CAS can pay up to $500 out of the total award toward catering *or* faculty dinner. Separate from per diem above.) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Faculty Dinner $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Publicity (please specify) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Other (please specify) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. If your budget includes any remuneration for your guest(s), please let us know the following:

1) Is your guest a US citizen/permanent resident?

2) If no, which visa status will s/he have during the proposed visit?

5. Please provide details of other funding applications for this event.

(Include **to whom** you have applied, **how much you have requested** from each source, and **application status**.)

*Please include with your application a one-page CV for each speaker or performer.*

Please check to confirm that you understand and will comply with the following CAS event funding policies:

**Failure to submit the event report or relevant receipts within 30 days of the event will render the faculty member ineligible for CAS event funding during the following academic year. Publicity is contingent upon faculty submitting all materials and information at least three weeks prior to the event.**