**CAS Tier 2 Faculty Funding application – $0 to $1000**

***\_\_\_I am looking for funding only, my home department will handle all event planning and provide all support***

***CAS provides financial support for your event, but all payments and arrangements to be made by your home department. If your department cannot provide this administrative support, please identify another co-sponsor who can, check the below box or apply for CAS Tier 1 funding, which includes event planning services.***

 **Event Funding Details**

* Application Deadline: apply by monthly deadline that falls at **least four weeks before event** (see event funding page on CAS website at <http://www.colorado.edu/cas>)
* CAS will approve up to two applications per semester, four per academic year until we reach a maximum of $4000 in awards. Once the funding is spent for the year, no further applications will be considered.
* Funding decided by CAS Speaker and Events Committee

**CAS Responsibilities**

* Assist with publicity by posting event information on CAS website and various event calendars as well as emailing CAS list serve upon receiving event details from applicant
* Provide CAS logo to be used on flyer and other publicity materials
* Transfer the award amount to the faculty applicant’s speedtype of choice (must be fund 34)

**Applicant Responsibilities**

* Decide date and time (before applying—needs to be in application)
* Reserve room for talk (before applying—needs to be in application)
* Decide what CAS funds will be applied toward
* Obtain additional funding as needed**.**
* Make travel/technical/etc. arrangements as necessary
* List CAS as a co-sponsor on all publicity
* Design publicity materials and publicize**–** posts on CU Campus Event Calendar should tag CAS
* Submit **a title, description, bio(s) and suitable image** for CAS website and other publicity to Liza Williams (liza.williams@colorado.edu) ***a minimum of* 3 weeks--preferably closer to 6 weeks--in advance**
* Submit follow-up report including **head count** **of the number of people who attended the event** and a short news article suitable for publicationwithin one month of event
* Must follow university policies for all expenditures
* **If the event is virtual, applicant is responsible for all hosting duties and to provide all registration information and links to CAS.**

**Maximum of $1000 total (partial awards possible)**

***\_\_\_I would like funding and some event planning support for my event.***

***CAS will provide funding and provide a moderate amount of event planning and support - venue booking, poster, publicity. (Travel arrangements/honoraria and reimbursements for no more than two people, a single event without complicated reception or catering,) If your event requires more than a moderate amount of support, please use the Tier 1 application. Please ask Liza for clarification if you are not sure.***

***EVENT SUPPORT IS NOT GUARANTEED, YOU WILL RECEIVE NOTIFICATION ABOUT BOTH FUNDING LEVEL AND SUPPORT SERVICES AFTER YOUR APPLICATION HAS BEEN REVIEWED.***

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* Obtain additional funding as needed**.**
* List CAS as a co-sponsor on all publicity
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**Application for Tier 2 Event Funding**

**Center for Asian Studies**

**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 submit electronically to Liza.Williams@colorado.edu

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

**Applicant Information**

1. Name and Title:

2. Department or Affiliation:

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

4. Campus Box #:

5. Telephone:

6. Email address:

7: Fund 34 speedtype:

**Event Information**

1. Title of Event:

2. Date and Time of Event:

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

 If virtual, please provide Zoom registration information or event link as soon as it is available.

4. On campus? \_\_\_Yes \_\_\_No

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

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

7. What departments, CU entities, or community organizations do you think would be interested in this event?

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 - PLEASE NOTE IF YOU ARE ASKING CAS TO PROVIDE SERVICES**

**Please give itemized details about how CAS funds will be used** (please check the appropriate box and list the complete amount):

☐ Total Honorarium $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAS support services\_\_\_\_\_\_\_\_

If more than one person, list all names and amount for each person:

☐ Travel: CAS support services\_\_\_\_\_\_\_\_

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

 (Please get quote from Christopherson Business Travel and include $20 booking fee)

 \*Please note that depending on funding source, some event funding has restrictions on international travel procedures and approval.

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

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

(Please get quote from local hotel, CU Boulder preferred hotel information available at https://www.cu.edu/psc/travel/preferred-hotel-program)

 Meals $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (per diem rate for Boulder is $69 for full day and $51.75 for first and last day of travel as of 5/24)

☐ Reception $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAS support services \_\_\_\_\_\_\_\_\_

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

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

**2. Total amount requested from CAS:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as detailed above

 (not to exceed $500.00)

**3.** **Details of Non-CAS funding for this event** (if applicable)

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

Total Non-CAS funding amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as detailed above

**4. Complete budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(approximate cost of entire event including CAS funding and other funding sources)

*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 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.**