**GCAH Special Event Grant** revised summer 2019

Name of Applicant (printed) Date Received by CHA

**Graduate Committee on the Arts and Humanities**

**Special Event Grant Application**

**Instructions**

Consult the latest ***Policies and Procedures*** of the Graduate Committee on the Arts and Humanities (GCAH) before completing this application.

**DEADLINES: Aug 2, Sept 6, Oct 4, Nov 1, Dec 6, 2019 and Feb 7, Mar 6, Apr 3, 2020 at 12:00 noon.**

**SUBMIT TO:  Center for Humanities and the Arts, Macky Auditorium, Room 201, 280 UCB.**

**Application Checklist**

 Applicant holds a Boulder campus, tenure track faculty appointment that is half-time or more.

 [OR]

\_\_\_\_\_\_Applicant holds a non-tenure track faculty appointment that is equal to or greater than 50% time.

 (For detailed guidelines on rostered instructors, see *GCAH Policies and Procedures*, page 2.)

\_\_\_\_\_\_Curriculum vitae for applicant and **all** major participants in the event are included (**three pages**

 **maximum length for each vita**).

 The event description is no more than three pages, double-spaced, 12 pt. type.

 The complete budget is enclosed, and the request does not exceed $3000.

\_\_\_\_\_\_Chair’s letter of support is attached in a sealed envelope or sent to leah.coffey@colorado.edu. Optional- Not Required

\_\_\_\_\_\_Applicant has submitted required report for previously received grant and if not, report is attached to this application.

**Application Information**

Applicant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Box # \_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title and brief summary of the proposed project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Period of Grant: Beginning Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Ending \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Requested $\_\_\_\_\_\_\_\_

**Financial Information**

Speedtype\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all grants received from the GCAH during the past five years.

Title of Project Type of Award Amount Dates

List all applications/requests for support of this event, both internal and external sources (indicate whether or not support has been granted).

Agency/UCB Dept. Type of Support Requested Amt Requested Granted (yes/no)

Describe any available matching funds (e.g., from dean, department, external group, etc.).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Description**

Describe the proposed event (no more than three pages, double-spaced, 12 pt. type). Provide information about (1) the nature of the event, (2) the benefits of this event to the arts and/or humanities at CU-Boulder, and (3) the expected outcomes of the special event and its contribution to Boulder faculty and students.

**Chair’s/Dean’s Letter of Support**

Please attach, in a sealed envelope, a letter of support from your department chair. If the applicant is the department chair, the letter should be written by the appropriate dean. The support letter should evaluate the overall merit of this proposal and the expected benefits of this special event to the Boulder campus and community.

**Applicant Sign-Off**

I assert that I have read and complied with the instructions in this application and with the *GCAH Policies and Procedures.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

**BUDGET for GCAH Special Event**

**Itemized request from GCAH.** Please be specific and attach all necessary quotes.

Total Honorarium $ \_\_\_\_\_\_\_\_\_\_\_

If more than one person, list name and amount:

|  |  |
| --- | --- |
| **Name** | **Amount** |
|  |  |
|  |  |
|  |  |

Research/technical assistance (hourly) \_\_\_\_\_\_\_\_\_\_\_

Space rental \_\_\_\_\_\_\_\_\_\_\_

Materials, equipment, supplies \_\_\_\_\_\_\_\_\_\_\_

Publicity \_\_\_\_\_\_\_\_\_\_\_

Reception expenses and meals \_\_\_\_\_\_\_\_\_\_\_

Travel:

 Foreign or domestic airfare \_\_\_\_\_\_\_\_\_\_\_

 (please attach quote from [Christopherson Travel](https://www.cu.edu/psc/travel/christopherson-business-travel))

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

 Lodging \_\_\_\_\_\_\_\_\_\_\_

 (please attach hotel/lodging quotes)

 Meals & Incidental Expenses:

 (First & Last Travel Day). \_\_\_\_\_\_\_\_\_\_\_

 (<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>)

 Meals & Incidental Expenses: \_\_\_\_\_\_\_\_\_\_\_

 Other (please specify) \_\_\_\_\_\_\_\_\_\_\_

**COMPLETE budget: $\_\_\_\_\_\_\_\_\_\_**

(approximate cost of entire event – attach complete budget on separate sheet of paper, if necessary)

**Amount requested of GCAH $\_\_\_\_\_\_\_\_\_\_\_**

(may not exceed $3000)