

ISU CULTURAL EVENTS COMMITTEE LARGE GRANT APPLICATION (1)

Submit to the College of Arts & Letters, Campus Stop 8087

GRANT REQUEST:

Semester:

Year:

Total Amount Requested:

APPLICANT INFORMATION:

Name of requester:

Requester Department and Campus Address:

City:

State:

ZIP Code:

Phone:

E-mail:

Position/Title:

PROPOSED GUEST(S) OR PROJECT TITLE:

Name:

ANTICIPATED DATE(S) OF PROJECT OR EVENT:

**SECTION A: First, describe your project (format, venue, audience, and any other relevant information).
Next, describe your project's relevance to the CEC's mission. (250 words)**

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SECTION B: Please provide a brief resume of proposed guest(s) or any additional information about the proposed program. You may include links to relevant websites.

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LIST OF ALL PERSONS INVOLVED AND THEIR ROLE IN THE PROJECT:

Name:	Position:

IS THIS PROJECT FREE AND OPEN TO THE PUBLIC? (CHECK ONE):

Yes:	
No:	(Please provide an explanation and reason(s) for any admission fee that will be charged):

IS THIS PROJECT OR EVENT CO-SPONSORED? (CHECK ONE):

Yes:	(If cost-sharing is being provided by a co-sponsor, please include a PDF of an email or letter from the entity providing the cost-sharing funds.)
No:	

DESCRIBE HOW THE EVENT OR PROJECT WILL BE ADVERTISED (IF APPLICABLE):

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SECTION C: BUDGET INFORMATION (PLEASE REFER TO THE STATE TRAVEL GUIDELINES WEBSITE TO PREPARE YOUR BUDGET.) *PLEASE NOTE, MEALS CANNOT BE PROVIDED BY CEC FUNDS.

Expense Type:	Source: CEC	*Source:	*Source:	*Source:
TRAVEL	\$	\$	\$	\$
A.	\$	\$	\$	\$
B.	\$	\$	\$	\$
C.	\$	\$	\$	\$
MEALS	\$	\$	\$	\$
LODGING <small>(Contact 282-2297 for current PSUB guest room rate)</small>	\$	\$	\$	\$
HONORARIUM (donation)	\$	\$	\$	\$
PUBLICITY	\$	\$	\$	\$
OTHER	\$	\$	\$	\$
A.	\$	\$	\$	\$
B.	\$	\$	\$	\$
C.	\$	\$	\$	\$

TOTAL BUDGET:

LESS AMOUNT OF OTHER REVENUE SOURCES:

TOTAL REQUEST FROM CULTURAL EVENTS COMMITTEE:

ISU CULTURAL EVENTS COMMITTEE LARGE GRANT APPLICATION (5)

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SECTION D: TO ENSURE FURTHER CONSIDERATION OF SUBSEQUENT GRANT FUNDING FROM CEC, PLEASE SUBMIT ONE COPY OF A FINAL REPORT TO THE COLLEGE OF ARTS & LETTERS NO LATER THAN ONE MONTH AFTER THE EVENT HAS TAKEN PLACE:

Your final report should include the following:

- A brief description of the event(s)
- How and where the event was advertised
- If attendance expectations were met
- Final budget summary, justification of the amount spent vs. the amount proposed
- Reconciliation of funds to be returned/remitted to the Cultural Events Committee
- Event documents which may include but are not limited to: programs, posters, articles from lectures, etc.

I UNDERSTAND THE TERMS AND CONDITIONS IN THIS APPLICATION. I AGREE TO RETURN ADMISSION FEES THAT HAVE BEEN RECEIVED ACCORDING TO THE FOLLOWING PERCENTAGES, IF THE CEC HAS FUNDED 50% OR MORE OF THE COSTS OF AN EVENT, IT WILL RECEIVE 50% OF THE PROFITS. IF THE CEC FUNDED LESS THAN 50% OF THE COSTS, THEN IT WILL RECEIVE THE EQUIVALENT PERCENTAGE OF THE PROFITS (E.G. IF 30% OF THE COSTS, THEN 30% OF THE PROFITS):

Applicant's signature

Date