

FACULTY APPLICATION

All-Eastman Events Committee

Instructions:

1. Complete the application form on page 2; include any previous funding from the All-Eastman Events Committee.
2. Describe your project or event, including target audience, biographical information about any performer(s)/visitor(s), and benefit to the school. Type this in the space provided on pages 3 and 4 of this application.
3. Events must be initiated by faculty and co-sponsored by at least two other funding sources.
4. Save the completed application file as a pdf (Last name, First name) and send as an e-mail attachment to academicaffairs@esm.rochester.edu.
5. Incomplete applications will not be considered by the Committee. Be sure all required items are included.

Guidelines:

1. The All-Eastman Events Committee reviews proposals on a rolling basis until its funds are committed. The fiscal year is July 1 – June 30.
2. Higher priority will be given to faculty members applying for first-time funding.
3. Retroactive applications will be considered only in exceptional cases.
4. Funding will be given in roughly equal amounts. In order to support more applicants, the typical level of requested funding is \$300 to \$500, although higher amounts will be considered.

FACULTY APPLICATION FORM

All-Eastman Events Committee

Name: Date of application:

E-mail:

Date(s) of the event for which funding is requested: _____

Total amount of funding requested: \$ _____

Honorarium	\$ _____
Travel/ Lodging	\$ _____
Other (please specify): _____	\$ _____

Name or brief explanation of event (*insert in text box below*):

If applicable:
Name of performer/visitor: _____

Co-sponsorship (at least two co-sponsors are required):

	Sponsor	Amount Granted
Required		
Required		

Have you previously received All-Eastman Events Committee funding? *Check one:* YES NO

If yes, list all date(s), events(s) and amount(s) granted here. Applicants may submit a word document to list additional events.

Dates	Event	Amount Granted

Biographical information about performer(s)/visitor(s), including web links (if applicable):

Audience (specific types and estimated number of students):

Benefit to broad community of Eastman students:

A large, empty rectangular box with a thin black border, intended for the user to write their response to the prompt above. The box is currently blank.