

Multicultural Guest Artist Application

Use of this fund is subject to the following limitations:

1. All requests must have departmental sponsorship, i.e. departmental **commitment to promote student attendance at event, including efforts to build an audience of people of color.**
2. Applications for Multicultural Guest Artist funds may come only after the applicant's departmental funds are spent or allocated, or they should be matched by departmental funding.
3. All departments are responsible for arranging sponsorship (if any), honorarium, publicity, travel and accommodations, meals, refreshments at event, etc.
4. The maximum amount of guest artist funds awarded any department in a given year is \$1000.00.
5. All receipts for the event should be sent to Ebonie Atkins, Administrative Assistant, Multicultural Affairs, **no later than 30 days after the event.**

Applications must be submitted to the Dean for Multicultural Affairs
no later than 60 days prior to an event

- On-Campus Artist
 Off-Campus Artist

Contact: _____ Dept. _____ Ext.: _____ Email: _____

Artist Name: _____

(please attach copy of resume/vita or send by email)

Title/Purpose of Event *(attach if more room needed)*

Lecture Date(s): _____ Time(s): _____ Location: _____

Target Audience/Publicity Plan: _____

Anticipated Expenses:

Honorarium _____
Travel _____
Lodging _____
Meals _____
Refreshments _____
Publicity _____
Other _____

Total Anticipated Expenses: _____

Departmental Funds available for this speaker: _____

Dept. Account # _____

Amount requested from Multicultural Guest Artist: _____

Applicant's signature _____

Date _____

Department Chair signature _____

Date _____

(Indicating full departmental sponsorship)

ADMINISTRATIVE USE ONLY BELOW THIS LINE

Date Request Received _____

http://www.calvin.edu/admin/provost/multicultural/artist_app.pdf

Request APPROVED up to \$ _____

Request NOT APPROVED

Michelle Loyd-Paige Dean for Multicultural Affairs

Date _____