

Multicultural Lectureship 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 lecture.
2. Applications for Multicultural Lectureship funds may come only after the applicant's departmental funds are spent or allocated.
3. Funding priority is given to those who have not requested funding the previous year.
4. All departments are responsible for arranging sponsorship (if any), honorarium, publicity, travel and accommodations, meals, refreshments at event, etc.
5. The maximum amount of lectureship funds awarded any department in a given year is \$750.00.
6. All receipts for the event should be sent to Ebonie Atkins, Administrative Assistant, Multicultural Affairs, **no later than 30 days after the event.**

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

- On-Campus Lecture  
 Off-Campus Lecture

Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

Speaker Name: \_\_\_\_\_

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

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

Lecture Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Location: \_\_\_\_\_

Target Audience/Publicity Plan: \_\_\_\_\_

## Anticipated Expenses:

|            |          |              |          |
|------------|----------|--------------|----------|
| Honorarium | \$ _____ | Refreshments | \$ _____ |
| Travel     | \$ _____ | Publicity    | \$ _____ |
| Lodging    | \$ _____ | Other        | \$ _____ |
| Meals      | \$ _____ |              |          |

**Total Anticipated Expenses:** \$ \_\_\_\_\_

Departmental Funds available for this speaker: \_\_\_\_\_ Dept. Account # \_\_\_\_\_

Amount requested from Multicultural Lectureship: \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair signature \_\_\_\_\_ Date \_\_\_\_\_

*(Indicating full departmental sponsorship)*

ADMINISTRATIVE USE ONLY BELOW THIS LINE

[http://www.calvin.edu/academic/multicultural/ml\\_app.pdf](http://www.calvin.edu/academic/multicultural/ml_app.pdf)

Date Request Received \_\_\_\_\_

Request APPROVED up to \$ \_\_\_\_\_

Request NOT APPROVED

Michelle Loyd-Paige, Dean for Multicultural Affairs

Date \_\_\_\_\_