

2012-2013 COOPER & PROMISE FUNDS APPLICATION FORM

<http://www.swarthmore.edu/Admin/cooper/>

This page is a summary of your grant application and must be submitted by all those who apply for Cooper/Promise Fund grants. This form should be on the top of your accompanying proposal. Due date: by noon Monday, February 20, 2012, to June Cianfrana, Department of Art, in Beardsley 215. You must submit 15 double-sided copies on three-hole paper separated by paper clip (no staples). Photocopying may be done at Office Services at no cost but you must be sure to allow enough time for them to do this.

I. PRINCIPAL AUTHOR OF APPLICATION

Name: _____
Signature: _____
Phone: _____
E-mail: _____

organization represented (if any): _____
faculty or staff advisor (for student individuals & groups): _____

II. WHO & WHAT?

Kind of event (circle one): 1 2 3 4 5 6 7 8

- | | |
|---------------------------|-----------------------------|
| 1. Symposium | 5. Performing Arts: Dance |
| 2. Lecture/Reading | 6. Performing Arts: Theatre |
| 3. Lecture/Reading Series | 7. Visual Arts |
| 4. Performing Arts: Music | 8. Other |

Title of event:

Names of Speakers/Performers (include affiliations for speakers):

Capsule Description of Main Event (fit into this space):

Capsule Description of Other Activities (i.e. workshops, demonstrations, etc.):

List of Supporting Documents Provided: (resume, reviews, tapes, etc.):

III. WHEN & WHERE

Proposed Date(s): *(please provide alternate dates if possible, if not, please let us know.)*

Proposed Venue: _____

N.B. If LPAC, specify whether Cinema, Pearson-Hall Theatre, or full space; all LPAC proposals must be cleared w/Jim Murphy, jmurphy2, before submitting final application.

IV. BUDGET SUMMARY

Provide here the total figures in each category; provide a per-person breakdown in the proposal narrative, including details on modes of transportation and from where. Round all figures to the nearest \$10.

Honoraria for Speaker(s)/Performer(s) (total):	_____
Transportation costs (total):	_____
Lodging costs:	_____
Location: _____ <i>(write in Ashton, and # of rooms, if tentative reservations have been made; otherwise, name hotel/motel and amount)</i>	_____
LPAC charges: <i>(Attach estimate from Jim Murphy for all performing events)</i>	_____
Hospitality: Reception following event:	_____
Hospitality: Meals for speaker(s)/performers(s): <i>(if not eating w/members of campus community. A private dinner with speaker/performers for sponsoring group is NOT FUNDED BY COOPER)</i>	_____
Publicity Costs:	_____
Other <i>(explain in detail in narrative below)</i> :	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Other Total:	_____
TOTAL AMOUNT REQUESTED FROM COOPER/PROMISE GRANT:	_____

Please note: The Cooper Fund will not honor per diem requests.

V. SIGNATURE OF EVENT SPONSORS

If multiple departments/organizations/groups are sponsoring this event, the responsible party from each group should sign here; provide e-mail and phone numbers for each person. Student groups **MUST** get a signature from the faculty or staff member who will assist them in organizing and producing the event.

Name: _____

Group Represented: _____

Signature: _____

Tel: _____

E-mail: _____

Name: _____

Group Represented: _____

Signature: _____

Tel: _____

E-mail: _____

Name: _____

Group Represented: _____

Signature: _____

Tel: _____

E-mail: _____

For Faculty/Staff Advisers: I am happy to sign-on as an advisor for this event and will work with: _____ in the planning and production of it by meeting regularly, and assuring that all final details are taken care of. It is also expected that if this grant is awarded, I will meet with Maurice Eldridge or Jim Murphy for a review of logistics.

Name: _____

Department: _____

Signature: _____

Tel: _____

E-mail: _____