

**GUIDELINES FOR PREPARING COOPER/PROMISE FUND GRANT
PROPOSAL for 2012-2013
(INCLUDES GRANT APPLICATION FORM)**

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

Application Deadline: Monday, February 20, 2012 by noon.

Purpose:

The William J. Cooper Foundation provides a varied program of lectures, performances and exhibitions which enrich the academic work of the College. The Foundation was established by William J. Cooper who specified that the income from his gift should be used “in bringing to the college eminent citizens of this and other countries who are leaders in statesmanship, education, the arts, sciences, learned professions, and business.”

The Promise Fund, established anonymously by an alumnus on the occasion of his graduation, “brings guest speakers and performers in music, film, dance, and theatre that show promise of distinguished achievement.”

Who May Submit Proposals:

All members of the campus community are welcome to submit proposals, with 2 caveats:

1. The principal organizers must be on campus during the semester of the event.
2. Students (individuals or groups) must have a **faculty or staff advisor** committed to working with them to organize and produce an event. Ultimate responsibility for the event remains with the applicant.

Administration of Grants:

The Cooper Committee that includes faculty, staff, and student representatives administers Cooper Foundation and Promise Fund grants. Sponsors and co-sponsors are not required to contribute funds to an event. If your proposal is accepted, Cooper will fund the public aspects of the event in full.

Members of the Cooper Committee for 2011-2012 are:

Maurice Eldridge (Vice President) & Syd Carpenter (Art), co-chairs; Susan Dreher (McCabe Library), Paury Flowers (Dean’s Office), Anthony Foy (English Literature), Logan Grider (Art), Carl Grossman (Physics & Astronomy), Jerry Levinson (Music & Dance), Jim Murphy (LPAC), Donna Jo Napoli (Linguistics), Tia Newhall (Computer Science), Dominic Tierney (Political Science), Elaine Wangsawidjaja ’14, David Wilikofsky ’12, & Xiaoyuan Gao ’13.

Criteria for Award of Cooper & Promise Fund Grants:

The speakers or performers proposed should meet the criteria established by the donors of the respective funds. Cooper Foundation speakers or performers should be pre-eminent in their field. Promise Fund recipients, should show promise of distinguished achievement. Events likely to draw a campus-wide audience are preferred over more

specialized programs. Proposals should demonstrate breadth of appeal. Events that allow for sustained interaction between the speakers/performers and the campus community are encouraged. However, all aspects of the event funded by these grants must be open to the wider campus community; demonstrations or class meetings should be open to all who are interested.

Proposals for a series of events (events linked by theme but occurring on separate dates) must limit the number of events funded by Cooper funds to three. (The series could be longer if other events are fully funded by other sources, however.)

In any given year, the Committee will strive for a balance of programming between different kinds of events (symposia, lecture series, music, theater, dance, and visual arts) and between different kinds of subject matter.

Grants are awarded to events, not to constituencies or applicants. However, the Committee will take into consideration how well the applicant demonstrates care in planning and the potential for producing an outstanding event.

Please note:

Cooper and Promise Fund monies may not be used to bring speakers or performers who have been on campus within the past three years.

If you plan to invite individuals or groups from abroad there will be extra steps involved in obtaining visas and settling other issues related to international visitors. Please consult with Jennifer Gold, International Students and Scholars Advisor in the Deans' Office at 8361 early enough to insure that all necessary steps are taken. There may be related expenses that should be highlighted in your budget.

Recognizing that it may not be possible to make arrangements for truly outstanding guests in the turn-around time of one year, proposals will also be accepted for the 2013-2014 academic year if you can obtain a written commitment for a date.

A complete application will consist of the following:

1. The application form.
2. A proposal, not to exceed two pages, explaining why the event is of compelling interest to Swarthmore. Be persuasive about pre-eminence or the promise of the person or group. Provide written evidence of his/her/their availability for the proposed date(s).
3. A technical rider for any performance events in LPAC or elsewhere and a space reservation form.
4. Supporting documents (required of all proposals): one page of biographical information including evidence of pre-eminence, (abbreviated curriculum vitae for academics and resumes or press kit bios for performers).
5. Required Reference materials:
 - Performance events – audio or video tape
 - Visual arts – slides, catalogues, photographs

6. Proposals for student groups should include a letter from a faculty or staff member who is committed to working with you in coordinating the event to its conclusion.

If you are proposing more than one event, you must prioritize them.

Deciding When and Where:

When: Experience has shown that certain times of year are much better than others for scheduling special events for optimal attendance. As you plan your event, keep in mind that it is best to avoid the times just before or during exams, the last two weekends of Fall Semester, and the month of April.

Where: Choose a venue that is appropriate for the size of the audience you anticipate. Lang Performing Arts Center – Jim Murphy at jmurphy2; Lang Concert Hall – Geoffrey Peterson at gpeters1; Friends Meeting House – Paul Joyce Collins Williams at 610-328-8699; for all other campus spaces – contact space.

Determining a Budget:

- *Appropriate Fees: The Cooper Fund will not honor per diem requests.*

In developing your budget, remember that fees may vary, depending on the nature of your event. Often these fees can be negotiated, particularly when you point out that we charge no admission fees for events on campus. Keep in mind that international guests may be subject to taxes. As always, if you need further guidance, be in touch with one of the co-chairs, Maurice Eldridge or Syd Carpenter.

- *Production Charges:*

Any performance event incurs bill-back charges. Performance events require detailed planning; you must obtain a tech rider (specifications and required elements) *from* the performers or their agents, and take it to Jim Murphy of the LPAC staff who will then prepare an event estimate. Both forms are to be submitted with your proposal. Your proposal WILL NOT be considered without these estimates. Do not wait until the last minute to do this.

- *Cooper & Promise grants normally pay for transportation to campus as follows:* Economy round-trip from the guest's nearest airport to Philadelphia International Airport unless the guest lives (or will be on tour) within driving distance. To get an estimate on airfare or train fare, call Carlson Travel (the College's travel agent) at 610-328-6666. If your guest is driving, use the mileage allowance effective January 1, 2012. Ground transportation to and from airports. Ask the guest to give you an estimate of ground transportation costs at their end; try to have someone in your group do the driving at this end, if possible.

- *Lodging: The Cooper Fund will not honor per diem requests.*

For a single speaker or a very small group, it may be possible to provide lodging in a College-owned guesthouse. Since there is no charge for these units, this is by far the preferred mode of housing. To find out about the availability of limited College-owned guest housing, contact Tricia Maloney at x 8339, or just email space. You may need to

house your guests in a local hotel, motel, or bed and breakfast. If so, get estimates on costs and include these in your budget.

- *Meals/Hospitality Events: The Cooper Fund will not honor per diem requests.* Meals for speakers/performers may be covered by the Cooper/Promise Funds if included in your proposal. Parties, group dinners, or other hospitality events open to a limited audience (for example, interested departments or students groups) are NOT funded by Cooper. These smaller gatherings MUST be funded entirely by the host department(s)/program(s)/ student organization(s). Such funds are considered part of the host's contribution toward the event. Receptions after the performance or lecture may be funded, as long as they are open to all and within 10% of the budget total. For college catering costs, contact Barbara Boswell at dining services (x8624 or bboswell1). You may also use an outside caterer.

- *Publicity:* Organizers of a Cooper or Promise Fund event are responsible for publicizing it effectively to the campus community and the general public. The College Communications Office (x8533) will help event organizers publicize events on and off-campus. When budgeting for an event, organizers may want to plan for the cost of promotional posters. Digitally reproduced posters cost about \$1.50 each. Fifty to 100 posters are generally sufficient.

- *Contracts and Letters of Agreement:* Contracts and letters of agreement must be reviewed and initialed by Jim Murphy for LPAC events. All other contracts or letters of agreement must be reviewed and initialed by one of the Cooper co-chairs prior to sending them to Cooper recipients. Signatures required include the contracted guest and the event coordinator. **All signed documents relating to the event are due May 21, 2012.**

Questions regarding proposals may be addressed to Cooper Committee members.