CSUN College of Humanities

# Academic Programming Fund Application – Fall 2024

**The submission deadline for application proposals is Tuesday, September 3, 2024, 5:00 p.m.** Please keep in mind that late requests will NOT be considered for funding. Awards will be announced on or before Friday, September 13, 2024.

The College of Humanities announces the call for proposals for Academic Programming Fund (APF) support. All full and part-time faculty in the college are invited to submit proposals. This fund provides supplementary support for academically related activities and events only (e.g., guest lecturers, workshops, performances). Funding will not be allocated to support curriculum development, faculty stipends, faculty travel, faculty research or creative projects, materials for faculty or student training, fundraising events, and/or to hire student assistants. APF funds are available up to $350 per speaker.

All of the following conditions must be met or the proposal will be ineligible for consideration:

1. Please provide a day, time, and location for your event. (The event must take place during the Fall 2024 semester.)

2. Please provide a Project Narrative, no longer than **one (1) page**, that describes how the proposed activity or event supports a course or other academic program.

3. Please, also, in the Project Narrative, briefly describe how the event will serve as a recruitment opportunity for a COH program and what specific steps will be taken to recruit new students (i.e. handing out recruitment materials, gathering names of student attendees for follow up, etc.).

Along with this application, you will need to prepare and submit the following:

* A one- page Project Narrative Document in either Word or pdf format. Please make sure that your name is on the Project Narrative.
* A CV for your speaker(s) if applicable.

All documents (completed application, project narrative, and CV) must be submitted via email prior to the application deadline to: [humanities.grants@csun.edu](mailto:humanities.grants@csun.edu) – **with a cc to your Department Chair**. If you have any questions, or you do not receive confirmation within 48 hours that your application materials were received, please contact Celina Batenhorst ([celina@csun.edu](mailto:celina@csun.edu); extension 3301) in the Associate Dean’s Office.

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| --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s Full Name:** | |  | | | | |
| **Applicant’s Title (Professor, Associate, Assistant or Part-Time Faculty:** | | | | | |  |
| **Applicant’s CSUN Email Address:** | | |  | | | |
| **Department:** |  | | | | | |
| **Department Chair’s CSUN Email Address:** | | | |  | | |
| **Title of Event or Speaker’s Name:** | | |  | | | |
| **Type of Event (panel, workshop, speaker, etc.):** | | | | |  | |
| **Date(s), Time(s), and Location:** | | | | |  | |

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| --- | --- |
| **Total amount of AFP funding that you are requesting:** |  |

**Budget Information:** Please give us a breakdown of your overall budget for this event/program in the table below.

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| --- | --- | --- |
| **Expense Description** | | **Amount** |
| *Example 1:* | *Food for reception. (do not use this line)* | *$100.00* |
| *Example 2:* | *Honorarium for speaker. (do not use this line)* | *$200.00* |
| **Expense 1:** |  |  |
| **Expense 2:** |  |  |
| **Expense 3:** |  |  |
| **Expense 4:** |  |  |
| **Expense 5:** |  |  |
| **Total Budget** | |  |

**Co-Sponsor Funding:** In the table below, indicate specific funding amounts from co-sponsors.

\*Anticipated CoH APF support should be included as co-sponsor 1 as indicated below.

|  |  |  |
| --- | --- | --- |
| **Co-Sponsors (please indicate if in-process)** | | **Amount** |
| *Example 1:* | *GWS Department. (do not use this line)* | *$250.00* |
| *Example 2:* | *AS Children’s Center. (do not use this line)* | *$250.00* |
| **Co-Sponsor 1:** | **College of Humanities APF** |  |
| **Co-Sponsor 2:** |  |  |
| **Co-Sponsor 3:** |  |  |
| **Co-Sponsor 4:** |  |  |
| **Co-Sponsor 5:** |  |  |
| **Co-Sponsor 6:** |  |  |
| **Total Funding for Event/Program** | |  |