

# CONFERENCE & LECTURE GRANTS

## Call for Proposals

The Townsend Center provides small grants for partial funding of public conferences, lectures, and symposia taking place at UC Berkeley.

Priority will be given to proposals that directly involve Berkeley faculty and graduate students in the humanities. Proposals from all fields are welcome. The Center will also take into account the desire to achieve an equitable distribution of awards among campus units.

*Events that are closed to the public, require an admission fee, take place outside the UC Berkeley campus, or occur before the deadline for application will not be considered for funding.*

*Ongoing/recurring events and named lecture series are not funded by this program.*

*The Center will fund meetings of professional organizations that take place in Berkeley on a one-time basis only.*

### Eligibility

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UC Berkeley students and faculty at all levels.

### Application Deadlines

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Friday, September 20, 2019 – received by 5:00 pm

Friday, February 7, 2020 – received by 5:00 pm

Friday, May 1, 2020 – received by 5:00 pm

**Applicants should request chartstring information from the department financial manager or MSO at least 2-3 days before the application deadline.**

### Grant Provision

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Awards range from \$200-\$500 for lectures to \$2,000 for large conferences, events, or visits.

### Application Guidelines

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Please complete forms 1, 2, and 3 below. Completed applications should be sent electronically in Microsoft Word (.docx) or PDF format to Colleen Barroso, Program Manager.

Email: [townsend\\_applications@berkeley.edu](mailto:townsend_applications@berkeley.edu)

*For questions about conference & lecture grants, please contact Colleen Barroso, Program Manager, at [cbarroso@berkeley.edu](mailto:cbarroso@berkeley.edu) or 510-643-9670.*

## CONFERENCE & LECTURE GRANTS

### Form 1: Application Details

Please check the appropriate deadline for this application:

- Friday, September 20, 2019 – received by 5:00 pm  
 Friday, February 7, 2020 – received by 5:00 pm  
 Friday, May 1, 2020 – received by 5:00 pm

### Event Information

Event Title	
Brief Description (max. 50 words)	
Event Date	Event Type (lecture, conference, etc.)
Organizing Department	
Co-sponsoring departments/units	
<input type="checkbox"/> Check box if this event has previously received funding from the Townsend Center Provide date and amount:        \$	

### Contact Information

*(Please designate one person as the primary contact)*

Name	
<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Other (Please specify)	Department
Email	
Department administering funds	
Dept. administering funds manager or financial officer	Email

<b>Total Budget (from Form 3)</b> \$	<b>Amount Requested from Townsend Center* \$</b>
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**\*Please note that the Townsend Center only co-sponsors events and does not fund events in their entirety.**

## CONFERENCE & LECTURE GRANTS

### Form 2: Event Description

Provide below:

- A clear description of the lecture, conference, or event
- Presenter bios
- Confirmed or intended campus venue
- Target audience

Type or paste text

## CONFERENCE & LECTURE GRANTS

### Form 3: Event Budget and Chartstring

Please provide a complete budget and indicate what other sources of funding will be secured for your event.

**\*\*\*Applications submitted without a complete budget and list of co-sponsors will not be reviewed.**

Include, as appropriate: presenter honoraria and travel/lodging expenses, room rentals, catering, materials, publicity costs, etc. Awards range from \$200-\$500 for lectures to \$2,000 for large conferences.

Expense:	Amount:
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Budget:</b>	\$

Other Internal and External Sources of Funding:	Committed/Pending	Amount:
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total Other Sources of Funding:</b>		\$

DEPT ID and CF2 to be provided by Administrative Department Financial Manager or MSO  
(Applicants are asked to request this information 2-3 days before the application deadline)

DEPT ID \_\_\_\_\_ CF2 \_\_\_\_\_