

GRANT INFORMATION AND INSTRUCTION SHEET

Timing and Deadline

Because funds are limited, proposals for events to occur within the current academic year should be submitted at the earliest possible date, and **must be received at least SIX WEEKS prior to the date of the event**. Because the committee only meets when it has proposals to consider, there are instances when a decision may not be possible until after the event takes place, but this not prevent CEC funding support. [Proposals for the next semester or next academic year may be submitted at any time.]

Preparing an Application

A grant application needs to meet the guidelines and include the indicated materials and information listed below. A sample proposal which successfully addresses these guidelines can be found on our website: <www.wmich.edu/cec>.

Required Information

1. A description of the intended event.
2. Biographic information on any guest(s) involved.
3. An acceptable budget outline (see below).
4. A brief description of the event's most likely audience.
5. A brief description of how the event will be promoted.
6. A completed *Grant Proposal Summary Page* and *Grant Proposal Endorsement Page*. These pages are attached to this folder. They may also be completed online, printed, and then signed.

Budget Guidelines and Requirements

1. An itemized list of anticipated expenses is required.
2. A list of all possible funding sources is required.
Each source should be marked either "confirmed" or "requested."
3. It is presumed that significant funding from the presenting unit or organization will be included in the list of income sources. The presenter's financial commitment must be demonstrated.
4. Before seeking a CEC grant, the presenting unit or organization must also seek funds from other logical sources. Multiple income sources impresses the committee.
5. It is important to remember that the Cultural Events Committee is a *possible* source of *partial* funding. It cannot be the primary source of funding.

Submitting an Application

Completed applications should be returned in campus mail to Carl Doubleday – School of Music, or be delivered to his office in 2150 Dalton Center, or left for him at the School of Music Office in 2146 Dalton Center. Neither online nor e-mail submission is possible due to the "signature" endorsement requirement.