UNIVERSITY OF MARYLAND

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COLLEGE OF ARTS AND HUMANITIES
Office of the Dean

Conference, Event, and Programming (CEP) Support

*Description***:**
The College of Arts and Humanities (ARHU) provides funding support for conferences, events and other programming sponsored by its academic departments, schools and centers. We recognize that such programming can take on a variety of forms, so the guidelines below are designed to be flexible. Events will be considered for College support when they (1) advance the College's Strategic Priorities, (2) impact an audience beyond the sponsoring unit's own faculty and students, and (3) when the funds requested of the College are matched or exceeded by funding from the host unit and/or its other partners.

*Eligibility***:**
Tenure- and professional-track faculty, departments, and centers.

*Amount***:**
CEP funds may be used for a wide variety of programming; awarded amount will thus vary. Please use the below as a guideline for preparing budgets and bear in mind that CEP awards require a 1:1 match from the host unit and/or its partners.

> In general, single events (guest speakers, film screenings, workshops, etc.) may receive up to $1,000 in matching College funds.

> In general, larger conferences and other multi-day, multi-participant events may receive up to $4,000 in matching College funds.

> Events that further the goals of Arts for All may receive up to $1,000 in additional funds (not requiring a match). These goals are: (1) to make the arts at the University of Maryland increasingly accessible to—and representative of—all students, (2) to connect the arts to other disciplines, especially the sciences, and (3) to ensure that the arts are meaningfully engaged with issues of social justice and the grand challenges of our time.

*Requirements***:**
CEP funding is designed to support events sponsored by the College's academic departments, schools and centers; and for events that connect the College's programs to other colleges and programs on campus. Events may include conferences, visiting speakers, guest artists, undergraduate activities and public programming. Priority will be given to units that did not receive support in the previous academic year and to a unit's first request for funding in the current academic year. Units outside of the College may initiate funding requests, but they should have an ARHU partner and demonstrate how their event will impact the ARHU community. Funds may be used to support speaker expenses, production costs, rental fees, and other approved expenses. All expenses must conform to University of Maryland requirements.

***How to Apply*:**
Send the following, as a single pdf, to pwarfiel@umd.edu. Applications will be reviewed on a rolling basis. All materials should be single-spaced, with one-inch margins and 12-point font.

1. Project Description: Summarize the proposed event's objectives, outcomes and connections to ARHU. Explain where the event is in the planning process and how the event will benefit students and faculty beyond a single department (three pages maximum).
2. Budget and Funding Status: Provide a brief budget and explain all sources of support. Be sure to explicitly state (a) how much you are requesting from the College, (b) if you are requesting Arts for All enhancement funding, and (c) how your request is matched by other units.
3. Letters of support from the appropriate unit heads, explicitly stating the dollar amount of their support.

***Post Award Expectations*:**
A two to three page report summarizing the event, its audience, and its impact will be required one semester after the award. Awardees must acknowledge the College of Arts and Humanities and/or Arts for All in any publicity, marketing, reports, presentations, or other materials produced by the funding.

***Contact*:** Dr. Patrick Warfield (pwarfiel@umd.edu).