

**COLLEGE OF ARTS, SCIENCES AND EDUCATION
FERRIS STATE UNIVERSITY**

**SPECIAL EVENT GRANT
APPLICATION DIRECTIONS**

In order to provide a consistent model for funding Special Events for faculty and students in the College of Arts, Sciences and Education, the Special Grants Committee has developed the following procedures and guidelines for funding Special Event Grants (SEG).

I. ELIGIBLE APPLICANTS

All faculty members in the College of Arts, Sciences, and Education (CASE) are eligible to receive a Special Event Grant.

II. ELIGIBLE ACTIVITIES

Special Events Grants are intended to be used for a one-time event (for example: special lectures, presentations, or performances) that is open to all students and has the potential for campus-wide impact.

III. AMOUNTS AWARDED

Funding allotment for proposals will be based on the number of proposals, proposal rank, and the proposed event cost. The budget for Special Event Grants for each semester is \$1500. The maximum funded amount for each proposal in an academic year will be \$500.

IV. SUBMISSION PROCESS

The application form for the SEG is available online via the CASE Dean's office home page. Completed applications should include the following components:

- Completed application form, including:
 - A brief description of the special event.
 - Required information on the Special Event to be funded
 - A budget with expenses itemized.
 - Signature of support from department head/chair.
- A statement (no more than one page) written by the sponsoring faculty member, detailing the goals and objectives of the special event and explaining how the event will benefit the university community.
- All necessary Service Agreements must be in the process of completion.

Retroactive requests may be considered only under special circumstances, which must be justified by the proposer.

The completed application should be submitted via email by the sponsoring faculty member to the Administrative Representative on the CASE Special Grants Committee for distribution to the Committee.

V. APPROVAL PROCESS

Applications will be reviewed by the CASE Special Grants Committee at least once a semester. Applications submitted by 11:59 p.m. on the fourth Monday of October and fourth Monday of February will be evaluated that semester, and the committee will notify applicants of the committee's decision within 14 days of the application deadline. A third, optional, call for applications will be made in late spring if additional funds are available.

Applications for the SEG will be assessed according to the following criteria:

- Consistency with the mission of the CASE and Ferris State University.
- A budget that is both realistic and frugal.
- Adequate planning for the Special Event.
- Opportunity for meaningful inquiry, interaction, and learning for members of the Ferris community.
- How participation and attendance will be guaranteed.
- The number of members of the Ferris community for which the Special Event is targeted.
- The perceived value of the Special Event for the campus.
- The relevance of the Special Event to area-specific outcomes.
- The relevance of the Special Event to general education outcomes.

VI. REPORTING

Within 30 days of a funded Special Event, the recipient is required to submit a one-page assessment report to the College of Arts, Sciences, and Education. The report must:

1. Summarize activities held during the event.
2. Outline the expenses incurred.
3. Indicate how many people participated in the event.
4. Indicate how the stated area-specific outcomes were achieved.
5. Indicate how the stated general education outcomes were achieved.

The completed report should be submitted via email by the sponsoring faculty member to the Administrative Representative on the CASE Special Grants Committee for distribution to the Committee.

If an assessment report is not submitted, all funds will be frozen until a report is received and approved. If funding has already been dispersed, the submitter will be ineligible for future CASE Special Event Grants until a report is received and approved.