

Intellectual Life Fund Application Packet 2023-2024

The CSUSB Intellectual Life Fund is designed to enhance the intellectual vitality of the university by bringing to campus presenters such as professors, artists, policy makers, professionals, public servants, or diplomats that have something unique and important to offer to CSUSB students, faculty, and staff.

The Fund supports presentations in two major categories: talk/lecture and performance/demonstration to take place any of the terms in the **2023-2024** academic year. The presentation proposed for funding can be a stand-alone event or part of a larger event. The applicant can apply as an individual member of the CSUSB community or a representation of a CSUSB unit or organization.

The most important factor that the committee considers when deliberating the awarding of the fund is the appeal of the presentation: the wider the appeal to the campus community, the greater the possibility for funding. For example, a presentation in a specific discipline aimed only at students and/or faculty in that discipline will not be supported. But a topic in any discipline or profession that is deemed as relevant to the entire campus community—and open to the entire campus—would meet the “appeal” criteria. Other factors that the committee considers are the visibility of the presenter, the securing of matching funds by other courses, the soundness of the publicity/promotion plan, and the quality of the application packet. Due to the limited amount of funds available, each application is limited to a maximum of \$3,000.

Awardees of the fund are required to submit a report on the funded presentation as soon as the event is over but no later than the end of the academic year in which the presentation takes place. The template for the report will be sent to each awardee as a separate document.

The approval of an application applies only to the presentation by the presenter as they appear on the application. If the presentation gets canceled, the funds will be returned to Academic Recourses for redistribution. If the presenter can no longer come and the awardee wishes to invite a different presenter of similar expertise and visibility, the awardee must file a special request to and obtain the approval of the Committee.

To apply, please submit your packet via e-mail to the Office of Academic Programs at (Academic.Programs@csusb.edu) by **Friday, September 8, 2023.**

In-person events are subject to approval from Risk Management

Applicant Information

Name _____ Department _____

Email _____ Date _____

Have you received funding before? If so what year and amount?

Presenter

Name _____

Affiliation _____

Phone # _____ Email _____

Presentation

Types of Presentation: Talk/Lecture _____ Performance/Demonstration _____

Title/Topic _____

Targeted Audience(s) _____

Presentation Date _____ Time _____

Alternative Date _____ Time _____

Sponsoring College(s) _____ Department(s) _____

Funding Sources

Total Amount Needed for the Presentation \$ _____

Amount provided from other sources \$ _____

Amount requested from Intellectual Life Fund \$ _____

Estimated Budget

Honorarium _____

Hotel _____

Travel _____

Room Rental and Setup _____

TOTAL _____

Application Narrative

In no more than 1,000 words, provide information on and discuss the following:

1. The presentation: its format, goals/purpose, intended audience, and its importance to the intellectual vitality of CSUSB.
2. The presenter: his or her credentials and visibility. Include brochure, reviews, resume, publicity material, press kit, or other appropriate information if available and/or necessary.
3. Publicity plans for the presentation.
4. Past awardees of the Intellectual Life Fund in the past three years, if applicable. Please indicate if you submitted a report on the funded presentation.