

UNL Convocations Committee Application Guidelines

Convocations Committee funding is tied to the University Foundation and the amount of money available varies from year to year based upon the earnings of the endowment. The Committee seeks to distribute these funds via small grants to as broad a spectrum of departments and programs as feasible. The Committee is composed of faculty, staff and student representatives. Funds are distributed once per semester and the application process is competitive. Therefore, we provide the following guidelines to assist you in this application process.

While funds may be granted for a wide variety of purposes, as a rule the Committee looks most favorably upon applications which fall within the following parameters:

- Because the funds are limited, the Committee will favor applications that benefit as wide an audience as possible. Interdisciplinary applications are encouraged.
- Preference will be given to programming which will be open to the public and where the charge for admission is modest or non-existent.
- Grant requests most likely to be funded will be for \$500 - \$750. Rarely will requests beyond \$750 be considered. The Committee reserves the right to fund at a lower or higher level than requested.
- We encourage applicants to secure as many other sources of funding as possible and to indicate those sources on the application. The Committee favors joint financial support of programming.
- Deadlines are adhered to stringently and funding requests which are received beyond the published deadlines (information on deadlines is available via email announcements at the beginning of each term and from the Academic Senate Office) will not be considered. However, if the deadline should fall on a weekend, applications will be accepted the following business day.
- Because funding is limited, competition is sometimes harsh. The Committee suggests that applicants carefully consult with their colleagues to determine whether or not they are in competition within their own department. Generally speaking, no department will be funded

more than once per term although the Committee reserves the right to do so should the funding allow.