Wellesley College

Committee on Lectures and Cultural Events

**General Funding Application**

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| --- | --- |
| **Event Name:** |  |
| **Your Name:** |  |
| **Student, Staff or Faculty?** |  |
| **Email:** |  |
| **Phone:** |  |

**Which CLCE Committee Member have you consulted with?**

**Have you reviewed the CLCE Guidelines and Community Chair Letter?**

**Would this be considered a "Major Event" (requesting $5,000 or more)?**

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**Submission Date:**

**Department or Organization:**

**Is this an Annual Event?**

**Affiliation:**

**FOAPAL (Must have full # for Journal Entry Transfers):**

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***For Student Organizations***

**SOFC Application made:**

**SOFC Response:**

***SOFC support must be sought and decided prior to submitting your application.***

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**Proposed Date:**

**Proposed Time:**

**Alternate Date:**

**Alternate Time:**

**Location:**

**Space Requested:**

**Space Confirmed:**

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**Main Speaker(s), Performer(s):**

**Estimated Audience Size:**

**Publicity Strategy:**

**Event Purpose:**

**Prior Similar Events:**

**Event Description (in your own words, please do not copy website descriptions):**

**Relevant Readings and/or Links:**

**Conflict of interest statement: what is your relationship, if any, to the speaker?**

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**Co-Sponsors (please indicate the secured amount of monetary support for your event and remember that CLCE is the funder of last resort):**

**Expenses (please give detailed breakdown, no website printouts please)**

**Be sure to include:**

*Money for receptions: Please provide a calculated price per head of all anticipated participants.*

*Restaurant meals (normally up to 10 diners): Please be specific about estimated price per diner and confirm student participation in any restaurant meals*

**Total Cost of Event:**

**Total Amount Sought from the CLCE:**

* ***Please include everything for your application in one email.***
* ***Please note that a wrap-up report will be required following a CLCE-sponsored event. If no report is submitted, no further funding will be available to your organization.***