



LOYOLA
UNIVERSITY MARYLAND



CENTER FOR THE
HUMANITIES

Grant Proposal Form

Use this form to apply for a general grant from the Center for the Humanities. Faculty members of all ranks, administrators, or academic program or departments in the University may submit proposals to the Center. All proposals must involve projects in keeping with the mission and purpose of the Center. All fields are required unless otherwise noted. Please include enough information for the committee to properly assess your proposal. The committee's judgment is based on these criteria:

- The academic excellence of the proposed program;
- The contribution of the program to its discipline;
- The contribution of the program to interdisciplinary exchange (Does the program involve more than one department? Does it address interdisciplinary topics?);
- The probable interest of the program to the Loyola community and/or a wider audience;
- Whether funding from other sources has been secured;
- The extent to which the proposal has followed the guidelines and procedures set forth in this document.

Which general grant program are you applying to?

- ☐ Small grants (\$1,500 and under)
- ☐ Medium grants (\$1,501-\$5,000)
- ☐ Large grants (over \$5,000)

Faculty sponsor 1: last name, first/preferred name

Faculty sponsor 1 email address

Faculty sponsor 2: last name, first/preferred name (a second sponsor required for large grants)

Faculty sponsor 2 email address (a second sponsor required for large grants)

Faculty sponsor's department

Have you consulted your chair?

☐ No

☐ Yes

Event or project title

Event date (write N/A if not applicable)

Abstract: please summarize your event or project in 100 words or less

Proposal: please describe your event or project in 750 words or less

Supplemental material (optional; limit one file per upload box)

For evidence of an invited speaker's credentials, the committee prefers to see a CV or résumé, which can be uploaded here. Only *supplemental* materials should be uploaded. The committee will not review further details describing your event or project uploaded to the form.

Drop files or click here to upload

Drop files or click here to upload

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Proposed Budget

Reminders

If offering honoraria to multiple speakers, please explain in the detailed budget box at the bottom of this page. The CFH suggests that speakers for smaller events ordinarily be paid an honorarium of around \$500 and speakers for larger events ordinarily be paid an honorarium of around \$1,000. These guidelines, however, do not preclude an event organizer from offering a reasonable honorarium that matches a speaker's stature and the nature of the event. *Event organizers should make a brief case for any honorarium that is above or below these guidelines in the detailed budget box.*

The CFH limits the number of people that can accompany a guest speaker to a meal to 4 and limits the amount that can be spent per person per meal to \$75.

Budget

Required. In the following boxes, enter the total numerical amount for each expense category. All fields are required. If an expense category does not apply to your event or project, leave it as "0."

Honorarium/a	\$ <input type="text" value="0"/>
Travel	\$ <input type="text" value="0"/>
Lodging	\$ <input type="text" value="0"/>
Food	\$ <input type="text" value="0"/>
Advertising	\$ <input type="text" value="0"/>
Other	\$ <input type="text" value="0"/>
Total	\$ <input type="text" value="0"/>

Funding requests

Required. Total in this box should equal total in box above. *The CFH requires that proposals requesting \$1,500 or less have financial support from one or more other sources of funding; proposals requesting more than \$1,500 must have financial support from two or more other sources of funding.* A list of possible funding sources is available upon request. List other sources of funding in detailed budget box.

Funds requested from CFH	\$	<input type="text" value="0"/>
Planned or requested funds from other sources	\$	<input type="text" value="0"/>
Total	\$	<input type="text" value="0"/>

Detailed budget

Required. Explain multiple honoraria, list other sources of funding with amounts, provide a more in-depth breakdown of your budget, or include anything else budget-related that does not fit in the above boxes.



Additional Information

Publicity

Please answer the following questions in addition to providing any other relevant information:

- Who is the intended audience and how will they be reached?
- How do you plan to reach students, faculty, and administrators outside of your department?
- Does your intended audience include members of the larger Baltimore community? If so, how will they be reached?

Diversity, equity, and inclusion

Please explain how your proposed event or project advances the Center's and the University's DEI goals. If your event or project does not advance these goals, write N/A.

End of Survey

Please check all of your responses before hitting the forward button to submit your proposal. You may use the back button to review and edit your responses on previous pages. Upon submission, you will receive a confirmation email with a copy of your proposal.