

Hurford Humanities Center
Curricular Development Application Form for 2011-12

http://www.haverford.edu/HHC/for_faculty/index.php

This page is a summary of your grant application and must be submitted by all those who apply for Humanities Center grants for residencies or events. This form should come with your accompanying proposal materials. **Due dates:** Friday, October 21st, 2011 by 5 p.m. Next deadline, March 30th, 2012 by 5 p.m. Send to Emily Cronin (*ecronin*), Hurford Humanities Center, Stokes 103.

I. Name: _____ Date Submitted: _____
Department: _____ Phone: _____ E-mail: _____

II. Applications (complete appropriate option, attached additional materials as needed):

1. Access/Enrichment Grant

Event date & description:

What you hope to get from the experience:

Projected expenses:

Travel _____

Admission or registration fee(s) _____

Meal(s) _____

Lodging _____

Other _____

Note: books, DVDs, or other materials are not eligible for funding.

2. Course Innovation/Renovation Grant

Check one: _____ cluster or visits or public events _____ Procurement of materials, travel or other

Course (name/number; short description):

Course development plan (including anticipated benefits to the course's mission & design):

Projected expenses:

Travel _____

Honoraria _____

Books or other materials _____

Note: Expenses must be paid in accordance with Business Office procedures. To pay an honorarium, a letter is needed that outlines the terms and there are required tax forms (W9 or for Non—Resident Aliens, other paperwork). Purchases of books or other materials will be by reimbursement, through the Campus Book Store, or by use of the Humanities Center's College credit card. For visits and public events, up to \$5,000 will be considered; for other needs, up to \$2,000 is available.

3. Course Enhancement Grant

Course (name/number; short description):

Description of event, venue, etc.

Anticipated contribution to course mission and means of integration into course design:

Projected expenses:

Travel _____

Admission or registration fee(s) _____

Meal(s) _____

Other _____

Please provide your course syllabus with this application.

4. Tuttle Grant for Development of Visual Culture Across the Curriculum

Indicate funding need(s): ___ curricular consultant(s); ___ travel to study pedagogy or primary materials;

___ travel & tuition; production of visual databases; ___ short-term SRA; ___ instructional materials;

___ visiting speaker/artist series; ___ curation of an exhibition; ___ self-designed workshop; ___ other

Required attachments:

- A capsule and a full description:

goals, names and background of consultant, speaker or artist; details about the library, exhibition, museum, educational venue, etc.; an explanation on how the honorarium was determined; and any other information helpful for the Steering Committee to understand the what your project might do for Haverford's educational program and community.

- Supporting documents and explanation of how project might contribute to the development of visual culture across the curriculum; possible connections with the curriculum and/or with other departments or disciplines, etc.; résumés, syllabus, demonstrations of support from colleagues, or any other helpful evidence about the nature and the quality of the work.)

- Budget summary itemizing costs: honoraria (*For visits involving several activities or multiple visits, please itemize costs for each activity reflected in the honorarium.*); travel and transportation (*include detail on modes of transportation and points of origin*); lodging; hospitality, meals, catering, reception (*Haverford does not honor per diem requests.*); production costs for residency or creation of visual databases; purchase of instructional materials, etc.

- If applying for an SRA (Student Research Assistant), please describe the project, skills required, estimate of hours needed, and indicate if you have a student in mind or if you need a pool of applicants.

Note: Humanities staff can provide support for determining budget expenses if such help is needed.

5. Working Group

Name of Working Group: _____

Proposals for Working Groups should include a description that includes format, possible participants, timing, and schedule, and projected budget, as well as an explanation of the intellectual scope of the project and its relationship to Haverford's academic program.

6. Reading Group

Name of Reading Group: _____

Proposals for Reading Groups should include a description that includes format, possible participants, timing, and schedule, and projected budget, as well as an explanation of the intellectual scope of the project and its relationship to Haverford's academic program. *Note: Students and staff may be included, but only when faculty organizers choose to invite them into the group.*

7. Summer Interdisciplinary Curricular Institute

Name of Summer Institute: _____

Proposals should outline participant names and their departments, a preliminary course design, describing the course's place within the curricular contexts of relevant departments and the College curriculum at large, as well as a plan for development during at least three weeks of the summer.