

**WESTERN MICHIGAN UNIVERSITY
COLLEGE OF FINE ARTS**

Guidelines for Requesting Special Funding for Professional Development

These guidelines should be used to ensure that the appropriate information is forwarded in support of requests for special funding. *You are encouraged to seek external funding.* Each individual or group seeking support to travel (exhibit, perform, present or participate) should include documentation with the request. If more than one group is invited to participate at the same event, common budget elements (ground transportation, etc.) should be cross-referenced in the individual requests. All requests shall be routed through the department chair/school director, who will forward requests to the dean with an accompanying recommendation and statement regarding unit support. **NOTE: Direct solicitation may NOT be made to the Provost or President for support.**

These guidelines pertain only to proposals where special funding is sought exclusively from the unit and college. Requests to the University Faculty Development office and the Office of Research and Sponsored Programs should continue to be processed on the forms designated for those purposes.

To ensure priority consideration, submit your request as early as possible, but at least one month in advance of the event.

The following documentation should be provided to initiate the request:

- Name, location and dates of event
- Name of organization sponsoring event
- Name of individual or group requesting support
- A copy of the letter of invitation (if appropriate)
- A brief description of the selection process. This should include some indication of the prestige of the event, criteria, number of applicants from which the individual or group was selected, etc.
- If participation is not by invitation, provide rationale for attendance, including benefits to individual or group and academic unit.
- Information on when the group/individual last received funding for a presentation (date, location, and event) and the last time group/individual presented at this particular event (date, location).
- Roster of students, if applicable. If the event occurs during the academic year, it is expected that student participants will be registered in the semester of travel. Written rationale should be provided for any exceptions to these criteria, such as student staff who are essential, e.g. technical assistant, sound technician, graduate assistant, etc.
- Resume
- A budget (see attached forms)

It is expected that all individuals (faculty, staff, administrators and students) will contribute personal funds for any proposed project.

After the event has taken place, a brief written report with programs and review should be forwarded to the unit chair/director who will disseminate it to appropriate offices. A complete financial report, prepared by the unit, will be forwarded at that time.