Guidelines for College of Design (CoD)

Funding Requests and Lecture/Exhibition Space Requests

Please contact your departmental representative on the Lectures & Exhibitions Committee and your department chair before applying for funding requests or exhibition/space requests.

2016-2017 College of Design Lectures & Exhibitions Committee Members

• Bambi Yost, Chair and Landscape Architecture Representative, byost@iastate.edu or (720) 217-2871 cell
• Ross Adams, Architecture Representative, readams@iastate.edu
• Barbara Walton, Art & Visual Culture Representative, bewalton@iastate.edu
• Ted Grevstad-Nordbrock, Community & Regional Planning Representative, tedgn@iastate.edu
• Daniel Neubauer, Industrial Design Representative, dann@iastate.edu
• Alex Braidwood, Graphic Design Representative, abr@iastate.edu
• Nicole Peterson, Interior Design Representative, nicolep@iastate.edu
• Meredith Foley, Professional & Scientific Council Representative, merfoley@iastate.edu
• Nicole Shimp, Dean’s Office Liaison & Room/Exhibition Space Scheduling Coordinator, neshimp@iastate.edu or (515) 294-7428
• Heather Sauer, Communications Specialist, hsauer@iastate.edu

College of Design (CoD) Funding & Exhibition Space Reservation Request Information

PURPOSE

The College of Design’s lectures and exhibitions funding is intended to be used to highlight interdisciplinary and multidisciplinary efforts as much as possible. For example, a mention of the planning process/community input/government support and/or architecture (working with existing infrastructure and landmarks) and/or sculpture (public plazas, arts, landmarks, place identity, etc) and/or graphics (design competition boards, representing to/for community and not designers, photos of built work) etc. should be mentioned in some way to better solicit funds from other departments/colleges and student groups before asking for funding from the college.

CoD funds are to be used to offset expenses and are not a replacement for departmental support. Additional funding does not need to be large. Interdisciplinary support can be shown by seeking funds across departments, from student organizations, from other colleges and from the university. For example, $50 from 3 different sources totaling $150 and a larger amount of funding of $200 from your department or another supporting group shows a commitment to bringing in the speakers and demonstrates a group effort and interest in the speakers/exhibits. It is time-consuming but not nearly as bad as writing a grant. Our committee typically funds up to $750 per speaker, though this amount does vary based on our total budget for the year and the number of requests we receive.

FORMS

Link to the College of Design Dean’s Forms — Lectures Funding Request Form and Space Reservation Form — needed to solicit funding and exhibition space: http://home.design.iastate.edu/FacultyStaff/forms.php
DEADLINES
• Requests are accepted on an ongoing basis throughout the academic year until funds are gone.
• Typically calls for requests are issued through our College of Design weekly e-blast (This Week in the College of Design) in early September/ October and early February/March.
• Due to budget constraints from the Dean’s Office, our committee is unable to approve funding requests for the next academic year (fall/spring) but we will accept proposals for the following year.

Please submit funding requests to Nicole Shimp at neshimp@iastate.edu and cc Bambi Yost, CoD Lectures & Exhibitions Committee chair, at byost@iastate.edu

Additional Information to Submit
You will need to submit a speaker CV, speaker bio, lecture/exhibition title, abstract of lecture/exhibition (note: title and abstract may be added later after funding is secured), and any additional information which shows how you are partnering with other student groups, departments, and/or colleges to bring in speakers/exhibitions.

Photos (once you have your speaker funding secured)
Also, a few high-resolution images of speakers/work/etc., are needed to help promote the event. In the past we have used head shots of speakers and at least one sweet image of the work for promotional posters and news releases.

ROOM SCHEDULING
Please work with the Dean’s Office, Nicole Shimp, and your College of Design Lectures & Exhibitions Committee departmental or staff representative to determine available dates for CoD Lectures in Kocimski Auditorium, AKA 101 Design, or any other room within the college.

If you need to schedule a room outside of the college, please work with your departmental support staff person to request a room or go online and request your own room at:
http://www.fpm.iastate.edu/roomscheduling/department_form/

Additional Funding Opportunity: University Committee on Lectures

If you are part of a student organization, or are partnering with a student organization, you may also request funding from the University Committee on Lectures.

The university committee does NOT fund departmentally sponsored lectures; however, a student organization may secure departmental funds and go after university funding as well. This is most successful when a departmental or college lecture has broad appeal beyond the discipline and college. The university committee has a completely different set of forms and hoops to jump through but it is worth it.

When you have university funding you may also request university-level promotion of the event and they will help coordinate all lecture details. It is always a good idea to have everything as planned out as possible before going to the university for funding so you can maintain more control over how you set up the lecture or event.

These forms and details can be found at: http://www.lectures.iastate.edu/planning/stuorg/

Want to Partner with a Student Organization?
See this link for Design-Related Student Organizations: https://www.stuorg.iastate.edu/orgtype/4

09/08/16