

# 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.

## 2017-2018 College of Design Lectures & Exhibitions Committee Members

- Mira Engler, Landscape Architecture Representative & Committee Chair, miraengl@iastate.edu
- 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
- Jillian Lare, Interior Design Representative, jflare@iastate.edu
- Heather Sauer, Professional & Scientific Council Representative & Communications Specialist, (515) 294-9289, hsauer@iastate.edu
- Sarah Klahs, Dean's Office Liaison & Room/Exhibition Space Scheduling Coordinator, seklahs@iastate.edu or (515) 294-7428

## 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. Please indicate the connections, collaborations and appeal of your intended speaker/event across multiple disciplines 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 \$500 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 funds *up to* \$500 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 will be solicited and reviewed twice per semester or until funds are expended.
- Calls for requests are issued through our College of Design weekly e-blast (This Week in the College of Design) in September and November. Spring 2018 dates will be determined by the committee in fall 2017.
- Due to budget constraints from the Dean's Office, our committee is unable to approve funding requests for the next academic year (fall 2018/spring 2019) but we will accept proposals for the following year.

Please submit funding requests to Sarah Klahs at [seklahs@iastate.edu](mailto:seklahs@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, Sarah Klahs, and your College of Design Lectures & Exhibitions Committee departmental or staff representative (listed at the beginning of this document) 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/departement\\_form/](http://www.fpm.iastate.edu/roomscheduling/departement_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>