WILLIAMS COLLEGE   WILLIAMSTOWN, MASSACHUSETTS 01267

The Lecture Committee 2017-18:
Neil Roberts, chair
Ashok Rai
Carrie Greene
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Requests for funds are due September 15 and December 1, 2017. Proposals should be submitted via our online form: goo.gl/forms/Gs1zoABvxrl7PWcO2

The Lecture Committee is eager to fund visits by scholars, writers, and artists that will make significant contributions to departments, programs, and the college as whole. This memo is both an invitation to submit proposals and a description of our funding policy and procedure.

Policy:

The committee will fund up to 50% of the cost of an event. Typically, the maximum contribution will be $1000. Larger contributions are possible, however, particularly for ambitious projects that are of interest to a variety of constituencies across the campus. To ensure that events have broad support, proposals must successfully raise funds from at least one source other than the Lecture Committee. Students are invited to identify speakers of possible interest. To request support from the Lecture Committee, though, students must have a faculty sponsor.

Procedure:

The committee will meet twice this year to evaluate proposals. Proposals are to be submitted by Google form (link above). If you have questions or issues with the form, please contact Veronica Bosley: vbosley@williams.edu. Proposals are due by Friday, September 15 for the first review (fall, Winter Study, and spring proposals) and by Friday, December 1 for the second review (spring proposals). Projects that are not funded at the September review can be re-submitted for the December review. Applicants will be notified of funding allocations by September 29 (for the first round) and December 15 (for the second round). Requests for funding should include:

1. An itemized budget.
2. A list of groups expected to contribute and the size of their contributions.
3. A brief description of the talk/panel, along with a description of the speaker's background.
4. A description of the intended audience with an estimate of its size, and an outline of how the event will be publicized.
5. An account number to which funds can be transferred.
6. The name of the faculty or staff contact person for the event.

It is helpful if you supply as much of this information as you can at the time you first make your request, estimating whenever necessary. To minimize conflict with other events and maximize exposure to the Williams community, sponsors should check the online Campus Calendars (https://events.williams.edu) to find the best time to schedule the event.

Please contact Neil Roberts or Carrie Greene with any questions.