Requests for funds for Winter Study and Spring events are due December 6, 2019. Proposals should be submitted via our online form, which can be found on the Lecture Committee website. https://committees.williams.edu/faculty-standing-committees/lecture-committee/

The Lecture Committee funds visits by scholars, writers, and artists who will contribute to the academic life of departments, programs, and the college community 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. The maximum contribution the Lecture Committee can make is $1000. To ensure that events have broad support, proposals must successfully raise funds from at least one source other than the Lecture Committee. Although students may identify speakers of possible interest, they must have a faculty sponsor to request support from the Committee. In addition to unrestricted funds, the Lecture Committee distributes funds from several endowed accounts. We encourage proposals that fit the mission of those endowments (democratic studies, citizenship & liberal arts, war & conflict, world brotherhood, technology & humanities).

**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, December 6 for review. Spring 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 December 15. 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 to maximize exposure to the Williams community, sponsors should check the online Public Events Calendar (https://events.williams.edu) as well as the Campus Events Planning Calendar to find the best time to schedule the event. For more information on planning your events, see https://faculty.williams.edu/resources/event-planning/

Please contact Thomas Kohut or Carrie Greene with any questions.