



ACADEMIC FESTIVAL XIII: “Being Human in the Age of AI”

SUPPLEMENTAL EVENT FUNDING APPLICATION FORM

Important Guidelines for Applications

1. **Eligibility:** Faculty, Staff, Student Organizations
2. **General Application Procedures:** The applicant will sign and email a formal application (by completing ALL sections of the application form) to their student organization sponsor/direct supervisor.
3. The chain of approval process will work as follows: Applicant will email the completed application to their student organization sponsor/direct supervisor. The sponsor/direct supervisor will forward the email noting “approved or not approved” (with the attached application included) to the Dean of Students (for student organizations), the VP for Finance (for staff), or the appropriate Dean of the College (for faculty). The Dean/VP will then forward the email noting “approved or not approved” (with the attached application included) to the Chair of the Festival Committee, Dr. Sarah Janda at sjanda@cameron.edu. The Festival Committee will notify the applicant of final approval.
4. **Funding Request:** Complete each section of the application described below.
 - (1) Event Description. The description should contain sufficient detailed information to show the relevance of the expenditure of the money to the Festival topic. (What is to be gained?)
 - (2) Timeline (Attach schedule of events or draft of promotional materials that will be used).
 - (3) Project Participants – list all students, faculty and staff who will staff/host the event.
 - (4) Benefits – A discussion of the benefits to be received, and by whom.
 - (5) Budget – An estimated budget statement with justifications including amount requested and itemized project expenditures. Attach any supporting materials available.
5. **Format Requirements:** All information should be provided on the application form using 12 pt font. Handwritten applications will not be accepted.
6. **Supplemental Event Expenses:** Funds will be awarded on a first come, first serve basis. Funds must be spent within 30 days of the date of the event or purchase.
7. **Support:** For questions about purchasing for the Academic Festival supplemental events, please contact Karin Bailey in the President’s Office at kbailey@cameron.edu. For questions about completing the Supplemental Event application form, please contact Dr. Sarah Janda at sjanda@cameron.edu.



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Application

Please provide the following information about your request for funding.

Note: You must submit a complete description of the event, who will staff/host the event, timeline, and detailed budget for the proposal to be considered. Incomplete proposals will not be considered. Events and activities may be for a specific or limited audience but you are encouraged to make your event open to the public if possible. The event description should be suitable for sharing with donors and on the university website.

Applicant Information	
Applicant Name:	
Department:	
School:	
Intended audience:	
Date of event:	
Event Title	
Event Description (250 words or less)	
Project Timelines	
Funds allocated will be spent by (please check one): ☐ Fall ☐ Spring	
Project Participants	



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Discussion of Benefits and Connection to Festival Theme

Budget

Statement of Agreement

I understand that I must submit to standard University forms and purchasing procedures. I understand that failure to comply with these conditions will jeopardize opportunities for future funding.

Applicant's Signature: _____ Date: _____

[Form Update 6/30/2026]