



## LVAIC Funding for Programs | Proposal Guidelines

Due to the ever changing environment because of the pandemic, LVAIC is accepting program proposals that will be reviewed as they are received.

*Reminder: in order to be awarded LVAIC funds, your event/initiative must be a collaborative effort between 3 or more LVAIC institutions.*

### **Please submit a one page proposal addressing the following:**

- Events/Initiatives
  - Date & time
  - Description
  - Is this an annual event/first time/other?
  - In person location? Virtual? Hybrid?
- Collaboration
  - Which LVAIC schools will be collaborating with you to plan this event?
  - Primary contact & collaborating contacts from the LVAIC schools
- Attendees
  - Which LVAIC community members will be invited to participate in this event?
  - Will any other institutions or external organizations be invited? If so, who?
- Approximate Numbers
  - LVAIC faculty, staff & students
  - Other faculty, staff & students
- Funding
  - What specifically would you like funding for? Please provide as much specific information as possible at this point in time.
  - Will you receive, have you received or applied for other funding from any other sources or ticket sales?
  - Note: Funding will not be awarded for any type of food, meals, catering, snacks, etc., any form of student prizes, nor any development or organizing stipends.
- LVAIC Assistance
  - Other than funding, what other assistance can LVAIC provide? Examples: registration, webpage, Zoom, etc.

Should you have any questions about LVAIC funding, please contact:

Carrie Gradin

email: [gradinc@lvaic.org](mailto:gradinc@lvaic.org)

cell: 484-550-8963