

## **GENERAL INSTRUCTIONS** for completing the *APPLICATION FOR HITCHCOCK POETRY FUNDS*

**IMPORTANT:** Please read the on-line description of the criteria for funding these grants: <http://www2.ucsc.edu/porter/porterfacultyfellows.html>

Only UCSC faculty may be primary applicants, however, faculty may serve as 'sponsors' who actively guide students through a project primarily of the students' design.

Applicants who received previous Hitchcock funding must file a report on those activities along with their next application for funds (if any).

**DEADLINE:** Applications must be received via email to Susan Beach at porterprovost@ucsc.edu at the deadline indicated in the webpage listed above.

### **INFO ABOUT APPLICANT(S) (you!):**

In applying for this grant, you and all other applicants are stating their willingness to take responsibility for coordinating the proposed activity as outlined in the grant description.

You will be responsible for any and all travel and lodging arrangements, local transportation, the creation of flyers and other publicity, the completion of contracts and payment forms, arranging and providing for parking permits (from your grant).

### **INFO ABOUT YOUR PROPOSAL:**

Supporting materials (bios/vitas of key visitors, articles, videos, audio recordings, images, etc.) are encouraged; they can be submitted to the Porter College Office and should be individually listed in your emailed application.

### **BUDGET:**

If you list any co-sponsors of this event, please attach an email from the co-sponsor describing the nature and extent of involvement and support.

While you are bound by the terms of the grant to spend it according to the budget specified in your application, the grant itself must be administered from your department or organization. Any funds unused by the end of the academic year for which your grant is awarded must be returned to Porter College.

## **Porter College**

### **APPLICATION FOR HITCHCOCK POETRY FUNDS**

*Please read the INSTRUCTIONS above. They specify additional information and documents that must be included with your application. Then use the 'text' selection capability of ACROBAT READER to copy this application (this page only!) into a word processor and respond concisely to each item in as much space as you need.*

#### **TODAY'S DATE:**

#### **INFO ABOUT FACULTY APPLICANT(S) (you!):**

Name(s)/job title(s)/department(s):

Phones (office, cell if available):

Email address(es):

Campus address(es):

#### **INFO ABOUT ANY STUDENT APPLICANT(S):**

If primary applicant is serving as Faculty Sponsor for UCSC students undertaking this project, please give the following information for the student applicants:

Name(s)/job title(s)/department(s):

Phones (office, cell if available):

email address(es):

Campus address(es):

College affiliation(s):

#### **Report on use of previous year's funds (if you received a Hitchcock grant last year):**

**Project Description** (MAXIMUM 2 pages double-spaced):

**List HERE any supporting materials you are submitting to the Porter College Office:**

**Benefits to Porter College:**

#### **Budget:**

Itemized budget for the \*ENTIRE\* project:

Funding received (or applied for) from sources other than Hitchcock Fund:

Amount requested from Hitchcock Poetry Fund:

Additional Comments: