

Marquis Committee Funding Request

The [Marquis Series](#) brings entertainment and educational presentations to the Coe campus for the benefit of the entire community. The Marquis Committee—which is composed of faculty, staff, and students who coordinate the selection and staging of the Marquis Series—will fund Coe-hosted and -sponsored events and programs related to fine arts and culture.

Proposals for funding **up to \$1,000** will be reviewed on a rolling basis by the Marquis Committee. Requests should be submitted **a minimum of three weeks** prior to a proposed event. On occasion, Marquis will also consider “special cases” that fall outside the three-week advanced window.

The committee will use the following criteria when considering funding:

- potential to contribute to the number and variety of arts and cultural experiences on Coe’s campus;
- potential to create an experience that doesn’t already exist at Coe;
- number of students, faculty, staff, and community members who will benefit from the event;
- clarity of proposal; and
- other support already allocated to the event, with priority given to those who have not received funding from another source.

Funding allocations will be made on a first-come, first-served basis. Funds for successful proposals can be transferred to existing college accounts or receipts can be submitted for reimbursement. All expenses must be documented, with receipts submitted to the Marquis Committee upon completion of the funded activity. Any materials purchased with grant funds will remain the property of Coe College. Funded projects must be completed and funds reimbursed within the academic year designated on the funding application. After the funded activity is complete, funding recipients will submit a brief written report to the Marquis Committee that explains how the anticipated outcomes of the project were met.

To request funding, complete the Marquis Committee Funding Request form below and submit it to marquisseries@coe.edu.

Marquis Committee Funding Request Form

Today's date:

Primary Contact

Name:

Email:

Phone number:

Names and email addresses for all additional people directly involved in the project:

Event

Title:

Date (include year):

Time:

Location:

Who is the intended audience for this event?

Number of people expected to be involved/impacted:

Is this event/project connected to an organization or a department? If so, please list.

Please provide a brief description of the proposed activity, particularly describing how it will promote arts and cultural entertainment and educational presentations that benefit the Coe community.

Itemized budget for this event:

Additional sources of funding/support sought and/or secured for this event: