

The University of Kansas

Outreach Partnership Grant

Preapplication

Sponsored by the Office of the Provost and Continuing Education

Summary of the University Conference Policy

Grant Application Deadline: April 30, 2008

Definition: A conference is an educational event or program of relatively short duration. Typically, the event involves more than 100 people, takes place outside the classroom, is not offered for credit, and will not be replicated. Participants are drawn mainly from outside the university community.

All groups scheduling a conference open to the public and charging fees to offset conference expenses must schedule the event through and use services of KU Continuing Education. Excluded groups are registered campus organizations that schedule conferences for their own members.

Groups coordinating events through KU Continuing Education may apply for Outreach Partnership Grants offered through the Office of the Provost and Continuing Education.

Guidelines for Outreach Partnership Grants (OPG)

Requests for a university Outreach Partnership Grant should:

1. Attract more than 100 people in attendance
2. Focus attention on KU through the media
3. Fund only 1/4 to 1/3 of the total costs through the OPG
4. Charge admission fees
5. Serve high priority university purposes
6. Feature KU research or education
7. Not have a majority of attendance via student enrollments
8. Take place on the KU campus in Lawrence
9. Use Continuing Education for administrative and logistical services and pay for management and overhead fees to Continuing Education
10. Only be possible because of the OPG subsidy
 - Academic conferences with programming that supports the teaching and research mission of an academic department will be given priority. Public service programming will be considered by given a lower priority.
 - The amount of support through the OPG typically ranges from \$3,500 to \$10,000.
 - Regardless of being awarded an OPG, if fees and other conference income are sufficient to cover all costs, no OPG will be given from the Office of the Provost or Continuing Education. Any portion of the OPG can not be kept as an overage after expenses of the event are subtracted from income.

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Event Name _____

Event Date(s) _____

Event Organizer _____

Department/School _____

Phone _____ Email _____

Brief Description of Proposal _____

Audience _____

____ New event ____ Annual event, started in _____ (year)

Where last held _____

Attendance in previous years

Year _____ Number in Attendance _____

Year _____ Number in Attendance _____

Year _____ Number in Attendance _____

Year _____ Number in Attendance _____

Estimated attendance this year _____

Value of Event to the University of Kansas _____

Reason(s) event fees cannot pay all expenses _____

Previous financial support from the University in _____ (year), from

Continuing Education _____ Office of the Provost _____ Other _____
(amount) (amount) (amount)

Total requested OPG _____ Preapplication Date _____
(amount)

Please return this preapplication form before April 30, 2008 to:

Nancy Giossi, KU Continuing Education
Continuing Education Building
Lawrence Campus.
Phone: 785-864-4790
Fax: 785-864-5074
E-mail: ngiossi@ku.edu

A Continuing Education program manager will contact you after **April 30, 2008** to discuss the feasibility of your program. If it is appropriate to prepare a final application to the provost, the program manager will help finalize the budget and application materials.

See next page for Preliminary Budget Form

Preliminary Budget

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Please complete the budget categories below by estimating amounts in appropriate categories. These will require adjustments as your program budget is refined.

Expenses

Facilities _____

Speakers _____

Refreshments _____

A/V Equipment _____

Cont. Ed. Fees _____ (To be determined in conjunction with CE Representative)

Cont. Ed. Overhead _____ (28% of expenses minus Continuing Education fees and University overhead)

University Overhead _____ (2% of income that comes from outside of KU)

Other Expense 1 _____ Category _____

Other Expense 2 _____ Category _____

Other Expense 3 _____ Category _____

Other Expense 4 _____ Category _____

TOTAL EXPENSES: _____

Income

Registration Fees _____

Subsidy 1 _____

Subsidy 2 _____

Subsidy 3 _____

Subsidy 4 _____

TOTAL INCOME: _____

BALANCE _____

Please note: Programs funded by Outreach Partnership Grants can not have a "Balance" (income minus expenses) greater than "\$0.00.

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