APPLICATION FOR HONORARIA SUPPORT FROM THE HIGHTOWER FUND

Allocations from the Hightower Fund are limited to honoraria expenses.

INSTRUCTIONS:
1. Complete application;
2. ‘Save As’ using the following naming convention: 
   YourLastName.YourDepartment.Speaker’sLast Name.TheWord”application, 
   (e.g. Bernstein.FilmStudies.Denis.application);
3. Email application, an abbreviated curriculum vita of the speaker (2 pages max.) 
   and a letter of support from the department chair to mdedwa3@emory.edu. 
   Include a budget (see Sample Budget)

REQUESTOR:
Name: _______________________________________________________________
Department/Program: _______________________________________________________________
Email: _______________________________________________________________
Office Phone: _______________________________________________________________

EVENT:
Title of Event: _______________________________________________________________
Type of Event: _______________________________________________________________
   (Lecture, reading, reception, etc.)
Date of Event: _______________________________________________________________
Name of Speaker(s): _______________________________________________________________
Co-sponsor(s): _______________________________________________________________

FUNDING:
Total Cost: ____________ Amount should equal the expense total on the Hightower Budget Form.
Honoraria Total: ____________ List the total honoraria to be paid to the guests(s).
Department/Program Contribution: ____________ List the dollar amount your department/program will contribute.
Total Hightower Fund Request: ____________ List the dollar amount being requested from the Hightower Fund.

PLEASE DESCRIBE THE INTERDISCIPLINARY NATURE OF THE EVENT:

Please indicate the ways in which students (both graduate students and undergraduates) will be involved in this important event. 
Use a separate sheet if necessary.

The Hightower Committee meets twice per year to review applications, once at the beginning of the Fall Semester to make awards for that semester, and again at the end of the Fall Semester to review applications for the following Spring Semester. The Committee is made up of the Dean of Faculty and the current chairs of the Science Council, the Social Science Council, and the Humanities Council.