



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. **Smith.FilmStudies.Denis.application**);
3. Email application, an abbreviated curriculum vita of the speaker (2 pages maximum.) and a letter of support from the department chair to Dean_of_Faculty@emory.edu. **Include a budget** (see **Sample Budget**: <http://college.emory.edu/faculty/documents/hightower/hightower-funds-budget-example.pdf>)

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.