

The Carr Center for Human Rights Policy Event Funding/Sponsorship Request Form

GUIDELINES

The Carr Center for Human Rights Policy welcomes thoughtful, well presented event ideas that fall within the Center's mission and propose solutions for human rights problems through action and/or policy. The Carr Center is able to provide limited financial assistance and sponsorship to a select number of human rights events each year. *Carefully* read through *all* of the guidelines and application details. Please be careful to: (1) submit the application **one** month in advance of the event, (2) provide appropriate details, and (3) submit a complete proposal. Please be prepared to provide the Carr Center with additional information about your event proposal.

DEADLINES

- The Carr Center accepts funding and sponsorship requests throughout the academic year.
- Please submit your requests at least **one month prior** to the proposed date of your event.
- Please see attached applications for complete details.

ELIGIBILITY

- Only events with a clear human rights focus are eligible to receive funding.
- Events should be intended for a KSG audience.
- Please see application for complete description needed detailing the collaboration, participants, location, topic, etc.
- Please note that the Carr Center will not fund events discussing topics that have been addressed at recent Carr Center or KSG events.
- The Carr Center encourages applicants to approach additional sources to request funding and sponsorship. The Carr Center will rarely serve as the sole source of funding or sponsorship for an event.
- Overtly political, inflammatory, or partisan events will not be eligible for funding or sponsorship.

EXPECTATIONS

- The Carr Center will distribute announcements via email, KSG Today, and posters hung throughout the Kennedy School.
- Drafts of all publicity flyers, invitations, and emails must be submitted to the Events Coordinator in a timely manner for approval.
- Requests for reimbursement for expenses must be submitted to the Events Coordinator *within one month* at the initiative of the event participants/organizers. Failure to submit requests before the deadline is not the responsibility of the Carr Center and may prevent the guest(s)/organizer(s) from being reimbursed.

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APPLICATION

Please provide the below information in a separate document

REVIEW GUIDELINES ON REVERSE BEFORE COMPLETING THE APPLICATION

I. APPLICANT INFORMATION:

- a. Name of person or organization requesting funding and/or sponsorship
- b. Name, email address, and phone number of primary contact for the event
- c. Name, email address, and phone number of individual filling out the form

II. EVENT DETAILS:

- a. *Description* (250 words maximum):
 - i. Describe how the event's topic relates to human rights and the Carr Center's mission
 - ii. Describe the purpose of the event and the target audience
- b. *Logistics*:
 - i. If available, provide the title, date, and time of the event (please indicate if space has been reserved)
 - ii. List the proposed speakers – if applicable, indicate who has been invited, date the invite was issued, and who is confirmed and not confirmed
 - iii. Describe the proposed event layout (e.g. panel, conference, seminar, book event, etc.)
 - iv. Provide a detailed list of speakers who need to be invited, when publicity should begin, if food will be ordered, if books need to be sold, the other organizations sponsoring the event, etc.
- c. *Funding*:
 - i. Indicate amount requested from the Carr Center
 - ii. Describe expenses the Carr Center funds will be used to cover
 - iii. Provide a detailed budget for total event costs
 - iv. List other funding sources (indicating amounts requested, which are pending, and which are confirmed)

**PLEASE SUBMIT ALL MATERIALS
AT LEAST ONE MONTH PRIOR TO EVENT DATE TO:**

**Meghan Frederico
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