

THE FACULTY ENDOWMENT FUND BOARD

The Faculty Endowment Fund Board (FEFB) is a unique committee which oversees the Faculty Endowment Fund. In the early 1960s and subsequent decades, fund-raising efforts among the faculty, brought on by a desire for first-rate speakers and performers to stimulate the cultural/intellectual atmosphere on campus, generated enough money for a permanent fund the Faculty Endowment Fund. It is independent of the University budget. The interest from this fund continues to support efforts to identify and invite distinguished persons to participate in intellectual life of the University.

Membership: Six faculty elected by the faculty as a whole, govern the evaluation and funding of faculty proposals.

Guidelines and Information Related to FEFB Grant Proposals:

Grant requests should be forwarded to the Chair of the FEFB and include a detailed description of the event(s), date(s), time(s), budget, the specific amount of the request, other sources of funding, and an explanation as to how the event will be publicized.

The FEFB should receive recognition as a sponsor or co-sponsor of the event(s) on all publicity and the event(s) should be publicized to the entire Wittenberg community.

Grant requests will be considered as they are received. Funds will be allocated until the annual budget is exhausted. Therefore, it is suggested that grant requests be sent to the FEFB as far in advance of the proposed event(s) as possible. As a general guideline, two months are needed by the FEFB to act on a grant proposal.

NOTE: No event will be funded after it has already taken place.

- **Information FEFB needs from applicants:**
 - Description of the program – (i.e., what is being proposed)
 - Number and type of engagements (i.e., what kind of event(s) will be associated with the program being proposed)
 - Indication of how the proposed program enhances the intellectual, cultural climate of the Wittenberg community
 - Specific budget (itemized list of costs, listing of all departments/programs contributions)
 - Plans for publicity – must acknowledge FEFB as co-sponsor on all publicity materials. Hard copies or electronic copies of all publicity (e.g., flyers, emails), should be sent to the Chair, Lauren Crane, lcrane@wittenberg.edu; Department of Psychology, Zimmerman 204F.
- **List of FEFB's criteria for grants exceeding \$1000**
 - In order to receive funds from FEFB in an amount greater than \$1000, proposals to FEFB must:
 - Demonstrate that there is sponsorship, including financial backing, from at least three academic departments and/or programs on campus

- Provide a rationale for the joint sponsorship that explains the benefits of interdisciplinary/interdepartmental collaboration
- Offer clear documentation of how the events will enhance the cultural/intellectual climate on campus and will promote at least one goal of the strategic plan
- Involve multiple engagements on campus, of which at least one promotes interaction between the guests and faculty and/or students. For example, a guest lecturer might participate in an informal discussion hour with interested faculty and/or students.

As a general guideline, two months are needed by the FEFB to act on a grant proposal. Proposals must be submitted, at the very least, one month in advance of the events to allow sufficient time for the committee to discuss the proposal and for the sponsors to advertise the events to increase attendance, and thereby, impact.

Send all proposals to:

FEFB, c/o Lauren Crane, Chair

lcrane@wittenberg.edu