**Application for Academic Program Funding**

**Academic Year 2016-17**

**Application Deadline: Monday, March 6, 2016**

**TO: Student Intellectual Life Committee**

**Professor Daniel Hulsebosch, Chair**

**c/o Israel Rodriguez, Director, Office of Student Affairs**

**New York University School of Law**

**245 Sullivan Street, Room 417**

**New York, New York 10012**

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**FROM:**

**DATE:**

**GENERAL PROVISIONS**

*The Law School’s Student Intellectual Life Committee allocates a limited annual budget to student groups seeking to hold academic programs. The following provisions apply to all applicants for funding from the Committee:*

1. All student groups seeking funding from the committee for programing in 2016-17 must apply by March 6, 2016.
2. Before submitting an application for funding, representatives of a student group must:
   1. obtain the input of a faculty member who teaches in the substantive area covered by the event and obtain a letter of support signed by that advisor approving your final application, and
   2. meet with Israel Rodriguez from the Office of Student Affairs.
3. Keep the following parameters in mind in preparing your application for funding:  
   1. The Committee seeks to fund programs that will introduce new issues, perspectives, and contribute to important academic debate.
   2. *Timeliness*. The strongest proposals will show how the topic relates to current developments in the law and will support programing that is most relevant to our community.
   3. *Be innovative with your format.* The committee urges students to think beyond traditional academic programming like symposia and panel discussions. The primary audience for your programs should be your fellow students, so think about programs that will appeal to student attendees and allow them to fully engage in the material. If you are intent on proposing a traditional symposium, consider whether the highest quality program would be a half-day rather than a full-day event.
   4. *Balance.* The Committee wants to fund programs that offer a balanced inquiry into the issues at stake. Your program should foster genuine academic debate rather than acting as a “pep rally” for a particular point of view.
   5. *Products.* Student programming should aim to generate a product. A program is much more valuable if it has a life beyond the event itself. Products could include: a series of papers to be published in a law journal, reports, papers posted on the internet, greater public awareness of an issue, or even networking opportunities. For symposia, the Committee generally favors some sort of publication and student groups might consider partnering with a journal for this purpose.
   6. *Implementers.* In your application you must identify the students who will be in charge of implementing the program the following year. We recognize that leadership in student groups and journals changes from year to year, but continuity is essential for planning quality programing.
   7. Do not commit your group or the Law School to any project or invite any speakers until the Committee has funded your proposal.
   8. Consider joint projects with NYU Law faculty and centers. Our many Law School centers, as well as individual faculty, will sometimes have conferences that they would like to organize with student organizations or journals.
   9. Consider joint projects with other Law School student groups and journals. Collaborations among multiple groups suggest a broad base of support for your proposal.

* 1. The Committee will consider each proposal individually in allocating funding. The committee does not have a predetermined number of projects it expects to fund, but hopes to support a diverse group of programs next year.

1. If your application is approved for funding, you will be required to work regularly with Israel Rodriguez and Tracee Nwafor from the Office of Student Affairs in organizing your event. You also must seek approval for significant changes to the substance of your event from your faculty advisor and the Committee.
2. After applications are due, and before deciding which proposal(s) to fund, several committee members will meet with representatives of student groups that have submitted applications for funding. These meetings will allow student groups to make the case for their proposals and give Committee members an opportunity to raise questions and address their concerns. Keep in mind that Committee members also may ask faculty members, including faculty advisors, for their views of applications for funding.

A journal can still retain the position of Symposium Editor even if the journal is denied funding for a symposium in a given year. A Symposium Editor can receive credit even if the journal is denied funding for a proposal in a given year, provided the Editor is involved in designing, planning, implementing, editing and publishing, or is otherwise occupied in equivalent journal organizational work. Keep in mind that Symposium Editors can organize “virtual” symposia or other programing if journals are denied funding by the Committee.

**APPLICATION INSTRUCTIONS**

*Please provide all the following information on separate, typewritten sheets, except for the budget information. Budget information must be typed in the specific form provided below*.

**A. Applicant Information**

List your organization’s name, address, phone number, and fax number.

List the name, phone number, and email address, for each student coordinator in charge of preparing the application.

List the name, phone number, and email address for each student coordinator who will be in charge of organizing the symposium next academic year.

Please note that student coordinators assume responsibility for all requirements of the Symposium Funding Committee, including financial reporting.

**B. Faculty Advisor Approval**

Students are required to seek substantive input from a faculty advisor on their proposed program. Your faculty advisor(s) must review the final version of your application that you submit to the Committee and indicate his or her approval of the application in an attached letter of support. Include the following text at the beginning of your application and give the final application to your advisor(s) to sign.  
  
  
Faculty advisors, please sign below to indicate that you have reviewed the students’ application and approve it.  
  
Name of faculty advisor: [TYPED NAME]  
  
Signature of faculty advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

**C. Summary of Proposed Program**

1) List the following for your proposed program: (a) title; (b) proposed date(s) (e.g. Fall 2016. Spring 2017 or year-long) and proposed location/room(s); (c) faculty advisor; (d) expected number of participants (including speakers and audience); and (e) total budget requested.

2) Check with your faculty advisor and with the Office of the Vice Dean for Intellectual Life to make sure that no other event(s) on the same or a similar topic will take place on campus during the same academic year. List the sources with whom you checked.

**D. Subject of the Program**

Please address the following:

1) The topic of your symposium/panel/film series/roundtable/brown-bag lunch series/etc., describing specifically the issues you expect will be discussed;

2) The reason(s) why it is timely and important to hold a program on the topic you are proposing. For example, has there been a recent event that has altered the landscape for considering the topic? Is it a source of serious academic debate?

3) The extent to which your topic has been discussed in existing legal scholarship and at events that have occurred or will shortly occur at NYU and other law schools;

4) The extent to which you anticipate that your event will contribute to legal scholarship or to the development and practice of law.

5) Include several relevant examples of scholarly literature, proposed legislation or pending judicial decisions that would apply to the proposed program.

**E. Format and Agenda for Your Program**

Please provide:

1) An outline of the timing/schedule for your event;

2) For each speaker you propose to invite, the name, title, and organizational affiliation/credentials of the speaker and the viewpoints each will bring to the topic;

3) The numbers and the nature (i.e., students, academics, practitioners, general public, etc.) of your anticipated audience.

1. **Anticipated Products from Your Program**

Please address the following:

1) Describe the products you anticipate that your symposium will generate. These could include papers to be published in a law journal, reports, papers posted on the internet, greater public awareness of an issue, and networking opportunities.

2) Explain how the products you anticipate will be generated by the symposium (e.g. an article will be published in the Fall 2017 volume of your journal).

1. **Publicity Plans**

1) Describe how your group proposes to publicize your event to reach your intended audience.

1. **Group’s Experience with Academic Programing**

Please address the following:

* + 1. Indicate whether your group has organized academic programing (including symposia) in the past 3 years at the Law School;
    2. If your group has organized academic programing in the past 3 years, indicate:

1. the topic and nature of event (e.g., symposia, panel discussion, etc.);  
2. when it (or they) took place;  
3. the principal speakers;   
 and separately the number of people in attendance if available; and  
4. the products that symposium (or other program) produced.

1. **Projected Budget**

*The following worksheets will guide you in preparing a detailed plan of your event's budget. You are not limited to the list provided here. Feel free to attach pages or photocopy these sheets if your budget includes additional calculations. You must consult with Israel Rodriguez and Tracee Nwafor of Student Affairs before submitting this budget to the Committee.*

*Note that all events taking place on campus must be catered by Law School catering services. Please contact Tracee Nwafor for assistance with catering (212-998-6295).*

**1. Transportation and Lodging**

a. Tickets (airline, train, rental car, etc.) Please list destination and price for each traveler, and note that you must require all travelers to book enough in advance to get absolute lowest economy fares available. (Mileage reimbursement for using own car is $0.57.5/mile):

b. Local Transportation (please include estimate of total in taxi, airport shuttle, and subway fares for all travelers for all legs of their trips):

c. Lodging (you should use an estimate of $350.00/per person/per night, but note that you may have to pay somewhat more or less for some/all of your travelers. You also may need to lodge some of them for more than one night. Estimate one night for East coast and two nights for West coast and Southwest travelers):

***SUBTOTAL*** (Part 1): \_\_\_\_\_\_\_\_\_\_\_

**Food Services**

Using the packages below, create an estimate for the cost of food services at your event. Please note that although your expected registration numbers may exceed 200 participants, it is best to be very conservative when providing breakfast as there is significant fall-off and some guests will only arrive for the afternoon portion of your day-long program. On average, student symposia have 180-300 pre-registered guests and yield 80-125 guests in attendance throughout the day.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PACKAGE** | **EVENT** | **people** | **ITEMS** | **COST/PERSON** | **TOTAL COST** |  |
| **A** | **Breakfast** | 50 | continental buffet w/ coffee refill | $15.50 | $775.00 |  |
|  |  | 2 | Waiters | $140.00 | $280.00 |  |
|  |  |  |  |  | **$1055.00** | **TOTAL of A** |
|  |  |  |  |  |  |  |
| **B** | **Breakfast** | 100 | continental buffet w/ coffee refill | $15.50 | $1,550.00 |  |
|  |  | 3 | Waiters | $140.00 | $420.00 |  |
|  |  |  |  |  | **$1,970.00** | **TOTAL of B** |
|  |  |  |  |  |  |  |
| **C** | **Lunch (private)** | 48 | Salad Buffet (with one protein, fruit, & cookies) | $29.50 | $1,416.00 |  |
|  | max attendance is 48 in Snow Dining Room | 48 | Assorted sodas | $2.00 | $96.00 |  |
|  | 3 | Waiters | $140.00 | $420.00 |  |
|  |  |  |  |  | **$1,932.00** | **TOTAL of C** |
|  |  |  |  |  |  |  |
| **D** | **Lunch (private)** | 24 | Served Pasta Lunch | $40.00 | $960.00 |  |
|  |  | 24 | Salad | $10.00 | $240.00 |  |
|  |  | 24 | Dessert | $10.00 | $240.00 |  |
|  |  | 24 | Iced Tea | $2.00 | $48.00 |  |
|  |  | 2 | Waiters | $140.00 | $420.00 |  |
|  |  |  |  |  | **$1,908.00** | **TOTAL of D** |
|  |  |  |  |  |  |  |
| **E** | **Lunch (private)** | 12 | Served Pasta Lunch | $40.00 | $480.00 |  |
|  |  | 12 | Salad | $10.00 | $120.00 |  |
|  |  | 12 | Dessert | $10.00 | $120.00 |  |
|  |  | 12 | Iced Tea | $2.00 | $24.00 |  |
|  |  | 2 | Waiters | $140.00 | $280.00 |  |
|  |  |  |  |  | **$1024.00** | **TOTAL of E** |
| **F** | **Private Dinner** to host any out-of-town guests who arrive the evening before | 8 | Off-Site restaurant (cost per person includes NYS sales tax and a maximum gratuity of 18%) | $80.00 | 640.00 |  |
|  |  |  |  |  | **$640.00** | **TOTAL of F** |

1. From the list on the previous page (pg. 7) please list only (1) breakfast package and only (1) lunch package (assuming you are planning a 1 day event) that most closely fit your event:  
     
   *Breakfast Package: \_\_\_\_ Lunch Package: \_\_\_\_\_*
2. If your needs catering needs deviate significantly from any of the above options, please detail your plans and associated costs here:  
   Please note, NYU Law Hospitality is willing to work with students in customizing menus at affordable prices. Visit [**http://www.law.nyu.edu/hospitality**](http://www.law.nyu.edu/hospitality/menus)**/menus** for information on alternative menu options.

***SUBTOTAL*** (Part 2): \_\_\_\_\_\_\_\_\_\_\_

**3. Service Charges**

a. A coat room attendant is required at D'Agostino Hall (Lipton Hall and/or Faculty Club). Vanderbilt Hall provides complimentary coat check services:

D’Agostino Hall ($28.00 per hour, 5 hour minimum)

Date(s): Times Needed:

#/hours x $28 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. A Public Safety officer is required for D'Agostino Hall (Lipton Hall and/or Faculty Club):

D’Agostino Hall ($48.00 per hour, 5 hour minimum)

Date(s): Times Needed:

#/hours x $48 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. There is a minimum $25.00 room charge per day for each room you use, regardless of how long you intend to use it:

#/rooms x $25 =

d. If you intend on hiring an NYU photographer to take pictures of the event, you must include these rates in your budget:

Photo Bureau ($185.00 per hour for photo coverage)

Date(s): Times Needed:

#/hours x $185 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***SUBTOTAL*** (Part 3): \_\_\_\_\_\_\_\_\_\_\_

**EXPENSE WORKSHEET**

**Travel/Lodging (part 1 from pg 6) SUBTOTAL**

**Food Services (part 2 from pg 8) SUBTOTAL**

**Service Charges (part 3 from pg 8) SUBTOTAL**

**ESTIMATED GRAND TOTAL**