MANCHESTER COMMUNITY COLLEGE

Cultural Programs Committee
Program Proposal – Application & Guidelines

Type of Cultural Program:

____ Conference/Workshop ____ Lecture/Speaker ____ Minority/Ethnic

____ Performing Arts ____ Travel/Bus Trip/Outdoors ____ Visual Arts

____ Special Event ____ Other

Program Title: _____

Program Date(s): _____ **Time**: **From** _____ AM/PM **To** _____ AM/PM

Amount Requested from CPC: $_____ What will these funds pay for specifically? _____

_____

_____

Facility Requested: _____

On-Campus: _____ **Off-Campus**: _____ **Anticipated Attendance**: _____

Program Objective *(include an attached narrative of the program and any addition information, promotional materials or literature):* _____

_____

_____

Benefits: ____ Student ____ Faculty/Staff ____ Community ____ Children ____ Senior Citizens

Approximate Expenditures:$_____ *(artist/speaker fees, hospitality, advertisements, hotel, travel, refreshments, rentals, etc.)*

*Anticipated Income (Ticket Sales): $_____ **Suggested Price (per ticket)**: $_____

Other Income Source(s): _____ **Amount**:$_____

Submitted by: Applicant's Name: _____ Title: _____

Signature: _____ Date: _____

Program Coordinator: _____

Name of Organization: _____

Co-Sponsored by (if applicable): _____

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Date Received: _____ **Approved**: _____ **Denied**: _____

CPC Minutes of: _____ **Amount**: $_____

CPC Chairperson/Director of Student Activities: _____

*If solely funded by CPC, all monies must be deposited into the CPC Account. If partially funded by CPC, the same percentage of monies must be deposited into the CPC Account.

The purpose of the Cultural Programs Committee (CPC) is to develop, plan, and coordinate diverse programs which promote further cultural growth while simultaneously extending and supplementing the totality of the College's offerings. In order to achieve this objective and maximize this possibility of your success in coordinating and presenting your programs, the committee has developed these guidelines for presenting the proposal(s).

1. **CPC Funds must only be used to directly benefit currently enrolled students (Credit Classes) unless the event is jointly funded or sponsored by another department/office at Manchester Community College.**

2. CPC will accept initial proposals on or after the first day of classes of the Fall and Spring Semesters. These proposals may be approved if funding is available.

3. Proposals (at least 15 copies) should be submitted to the Cultural Programs Committee chairperson (Director of Student Activities) **two weeks prior to the next meeting date which is the third Thursday of every month at 3:30 p.m.** or as otherwise set by the College administration.

4. The CPC strongly encourages new and innovative programs every year and priority funding will be provided to new programs.

5. Applications must contain a detailed Program Narrative describing the content of the program as well as a detailed financial breakdown of what the CPC funds will be used towards.

6. Applicants of all proposals must appear at the CPC meeting when their proposal is scheduled for discussion to answer any questions for the committee. Applicants shall not be present during voting. A CPC member may request a written ballot.

7. Proposals may be submitted by groups, academic divisions, individuals, and organizations to assure diversity and community-wide support and participation. Letters of support from applicants should accompany proposals.

8. Each program must have a program coordinator who will be responsible for the actual operation and coordination of the event. This includes:

   ➢ **Completing all the necessary paperwork in compliance with the Policy and Procedures of the Office of the State Comptroller regarding the use of Student Activities Funds (i.e. Funds must be used for programs which primarily benefit MCC students only).**
   ➢ Making necessary arrangements for the physical set-ups by the performer, with adequate lead time.
   ➢ Planning for and implementing an adequate publicity campaign (allow at least 60 days for the program).
   ➢ Coordinating and supervising ticket sales (if any) according to the State procedures, including a completed ticket report to be submitted to the Office of Student Activities within seven days following the program.
   ➢ If solely funded by CPC, all monies must be deposited into the CPC Account. If partially funded by CPC, the same percentage of monies must be deposited into the CPC Account.
   ➢ Performing any other functions necessary for the successful completion of the program.
   ➢ Providing program feedback using an evaluation form.

9. Faculty, professional staff, or members of the CPC are strongly encouraged to attend funded events to act as program evaluators.

10. Each event must be open to the entire college community.