



## **Women in Leadership and Philanthropy**

### **Elizabeth A. "Betsy" Flanagan Women in Leadership and Philanthropy Endowed Lecture Fund Application**

#### **Mission**

The mission of the Women in Leadership and Philanthropy Endowed Lecture Fund is to assist university program developers in securing high profile speakers for educational or public information programs, and to fund speakers in support of the WLP initiative.

#### **Criteria and Requirements**

The speaker's address must relate to academic issues pertinent to Virginia Tech and the greater Blacksburg community, and must be in support of the Virginia Tech Principles of Community (<http://www.vt.edu/diversity/principles-of-community.html>). The program can be directed toward undergraduate students, graduate students, specialized audiences, or the general public. The funds should be used to attract individuals with national reputations in their respective fields. The speaker's address must be open to the university community and, preferably, the general public. The event must publicly acknowledge the support of the WLP in making the event possible. A statement indicating the event is sponsored in part by the WLP must appear in all publicity materials.

#### **Funding Procedure**

1. University program developers requesting funding for an event should be sponsoring the event on-campus. The event should be of significant interest to students, faculty and the greater Virginia Tech community. While the speaker's address may be part of a larger program that may require a registration fee, no admission charge is permitted for the speaker's address.
2. Request for Funding Application deadline: In order to receive full consideration for your request, please submit your application no later than Tuesday, July 19, 2016, at 12:00 p.m. for events being held during the Fall 2016 academic semester. The Request for Funding Application is attached.

**Submit requests and/or questions to:**

Women in Leadership and Philanthropy  
Elizabeth A. "Betsy" Flanagan Women in Leadership  
and Philanthropy Endowed Lecture Fund

Attn: Heather Evans

Mail Code 0428

Phone: (540) 231-1113

Email: [leadershipeducation@vt.edu](mailto:leadershipeducation@vt.edu)

3. WLP Endowed Lecture Fund awards various amounts: Previous fund awards have ranged from \$200-\$3,000. Funding is based on the program need and available funds.

Approval process timeline: Lecture Fund award decisions will be made by the last week in July. Requestors will be notified by email as to their award or decline of funding. At which time, awarded recipients will receive specific courtesy language to be used in their event's marketing and promotional materials, as well as instructions on processing award payments. **Copy of the event program or flyer advertising the event must be submitted to Heather Evans ([leadershipeducation@vt.edu](mailto:leadershipeducation@vt.edu)) before awarded funding will be released.**

# **REQUEST FOR FUNDING APPLICATION**

## **Elizabeth A. "Besty" Flanagan Women in Leadership and Philanthropy Endowed Lecture Fund**

### **1) Contact name and information for event/program.**

- Your Name:
- Your Title:
- Department/Organization:
- E-mail:
- Phone Number:
- Mailing Address:

### **2) Description of the event/program.**

- Name/Title of Event:
- Name of Guest Speaker:
- Date:
- Time:
- Location:
- Tell us about the speaker. Attach speaker's bibliography and relevant biographical or professional information, if available.
  
- Who is the intended audience for the event/speaker?
  
- Is the speaker's address free to participants?
  
- Is the speaker part of a larger program? If so, what program? How will this speaker add value to the program?

- Describe your plan to promote the event and/or speaker.
  
- Guest speaker's mailing address:

**3) Tell us how your speaker relates to the WLP Endowed Lecture Fund mission and criteria as described on page 1 of this application.**

**4) Budget information:**

- What is the total budget for the event/program? Please provide a breakdown of expenses.
  
- How much are you requesting from the WLP Endowed Lecture Fund?
  
- If applicable, please provide all other sources of funding for this event/program.