

REQUEST FOR PROPOSALS

CARNAHAN JACKSON HUMANITIES FUND

Background

The Carnahan Jackson Humanities Fund was established by David H. Carnahan and the Carnahan Jackson Foundation of Jamestown, New York in the Fredonia College Foundation in 1993.

The purpose of the fund is to support events that enrich the cultural life of the university and include some opportunity for community involvement. The funded activities should have their major impact on the campus and in the Chautauqua County – western New York area.

Types of Projects Considered

Considering the overall goal of cultural enrichment, a variety of activities could be funded within the humanities. Some examples include:

- Visiting artist, scholar, performer
- Artist, poet, or novelist in residence
- Sponsorship of an on-campus event by a touring group or individual
- Matching funds for a larger grant in keeping with Fund objectives
- Students coming to campus to experience an on-campus presentation

It is essential that any activity funded by the Carnahan Jackson Humanities Fund have an opportunity for community involvement, community participation, or a public performance. Proposals for activities or events which involve or benefit more than one campus constituency i.e., cross disciplinary or benefiting both faculty and students, will be favored over those that do not. **For the 2024-2025 cycle, it is highly recommended that all RFPs include a degree of flexibility to allow for “remote” programming appropriate to a particular discipline, event and/or activity.**

In addition, all grant recipients will be required to arrange for publicity via *Campus Report* and in area media through the Office of Marketing and Communication at least three weeks before an event(s). Please see the Marketing and Communications website for more information.

Proposals Should Include

- Purpose of activity proposed
- How the activity will address the specific goals of the Fund
- Firm schedules or specific timetable for events
- Budget (budgets should be realistic and constructed carefully; please anticipate all travel-related expenses)
Note: Fredonia College Foundation is not setup for Foreign Wire Transfers; checks can only be issued in U.S. dollars.
- Facilities availability and any associated costs - please consult appropriate parties
- All proposals should be **no more than three pages** (not including the required cover sheet that is supplied with the RFP).

Process

Proposals should be addressed to the **Carnahan Jackson Humanities Fund Committee, Fredonia College Foundation, 272 Central Avenue by Friday, October 27, 2023** for events proposed for the following three semesters: Spring 2024, Fall 2024, Spring 2025. Supplemental information may be requested after the initial review. Awards will be announced in early December 2023.

Total Funds Available

Approximately \$25,000 will be available in the 2024-2025 cycle.

Final Report

A final report of up to 3 pages including a final budget, participation levels and other outcomes is due no later than six weeks after the completion of the project. All advertising, programs and other materials should acknowledge support by the Fredonia College Foundation's Carnahan Jackson Humanities Fund. Include samples of programs, posters or other materials with final reports. Subsequent proposals will not be considered by the committee unless final reports from previous Carnahan Jackson Humanities Fund awards have been completed and submitted.

Updated: 8/10/23