Duncan and Lillian MacLaren, of Sault Ste. Marie, Michigan, in honor of family members who had passed away, established the Duncan MacLaren Family Fund for the Performing Arts in 1990. The fund is designated to support University programming in the area of the Performing Arts.

Complete this application by deleting the *italicized blue information* text and replacing it with your funding request information.

**This application and budget form must be submitted online to the Provost’s Office.**

Name: *Click here to enter text*

LSSU Email Address: *Click here to enter text*

LSSU Phone Number: *Click here to enter text*

School/Department: *Click here to enter text*

What is the title of the proposed activity or event?

Event Title

Provide a brief description of the activity/event.

The description provided will be used for marketing, advertising, and promotion purposes. It should capture the essence of the event and be written in a fashion that would pique reader interest. Please address the educational value of the event.

When is the proposed date of the activity/event?

Enter the proposed date and possible alternative dates for this event. We do not expect that a final date has been set since funding for the event has not yet been secured.

Download and complete the [budget form](https://www.lssu.edu/wp-content/uploads/2019/09/D.-MacLaren-Budget-Worksheet.xlsx).

Download and complete the application budget form; indicate both the projected revenue and expenses associated with the event.

Budget Justification: Briefly explain the revenues and expenses denoted in your budget. Clearly indicate why support from the Duncan MacLaren Family Fund for the Performing Arts Endowment is necessary. Please specify how the funds will be used.

Provide a brief detailed description for each budget entry. Budgets are estimates, but they should be include all financial aspects for the event.

*This box can handle formatted text so you can indent your discussion under topics.*

*Revenue:*

 *Topic1 -*

 *Topic2 -*

*Expenses:*

 *Topic1 -*

 *Topic2 -*

Provide an event narrative. Describe how the artist(s) will be utilized while at LSSU. What is the educational value of the event? Expand upon the breadth of the performer(s)’s impact on campus. Plans should specify how the artist or speaker will interact with the campus and community (lectures, workshops, classroom visits, etc.) Describe how the event will enrich performance offerings on campus and in the community.

Enter Narrative

State two (2) learning outcomes, especially for students attending this/these event(s). For example:

*After attending a Duncan MacLaren Family Fund for the Performing Arts event, students will be able to apply and synthesize the newly learned concepts into core concepts taught in one or more courses. Suggested methods for assessing this learning outcome include: a reflective paper; an online discussion forum; an online questionnaire presented as a reflection essay.*

Enter the learning outcomes.

How will you assess the learning outcomes?

Enter the method(s) of assessment.

What is the expected participation (estimated # of attendees) for all proposed events/sessions?

Enter the number of participants expected at the event(s) and other campus interactions.

Provide the marketing plan. In other words, what is your plan to ensure that a sufficient number of LSSU students, faculty, and staff attend, and if applicable, how are you going to reach K-12 schools and the community? We must have an effective method to get people to attend. We cannot have the perspective that “if we build it, they will come”.

Describe the marketing plan. Remember, all advertising and promotional efforts must include the reference to the “Duncan MacLaren Family Fund for the Performing Arts”. (No abbreviations)

Provide the availability of University facilities and equipment required for this event.

For this event to be a success, what space, rooms, A/V technology, or other equipment or resources will be needed?

Approvals: Identify the Dean/Immediate Supervisor who will be contacted for project approval. Please provide name, email address, and phone number.

Identify the immediate supervisor of the person(s) responsible for this application. Please include their email address and phone number.