**The George Taylor Richardson Memorial Fund**

**Nomination Form**

A completed nomination form is essential for consideration by the Provost’s Advisory Committee for the Promotion of the Arts. You may vary the length of the sections, but the content is limited to **five pages.** You may include up to 10 pages of supporting documentation, such as curriculum vitae, letters of support, abstracts of previous keynote addresses etc.

**Please submit one electronic copy of your nomination to** [**pacpa.provost@queensu.ca**](mailto:pacpa.provost@queensu.ca)**.**

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| **Section 1** | |
| **Title of project:** |  |
| Name: |  |
| **Location:** |  |
| **Affiliation** *(faculty/staff/student)*: |  |
| **Position:** |  |
| **Organization:** |  |
| **Internal address:** |  |
| **Telephone number:** |  |
| **Email address:** |  |

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| **Section 2** | |
| **Proposed date(s):** |  |
| **Description of proposed project** *(contribution to the stimulation of the arts at Queen’s. Impact on enriching the learning environment for students, academic unit(s) and the Queen’s and greater Kingston communities)*: |  |
| **Details of previous grants** *(year, project title, amount awarded, date of final report – obtained from the GTR in the past five years)*: |  |

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| **Section 3** | |
| **Budget information** *(please provide budget, detailing all anticipated expenditures and sources of revenue)*: |  |
| **Funds requested from other sources** (*yes or no)*? |  |
| **If yes, amount requested from other sources**: |  |
| **Other internal or external sources of funding to which application has been made or, if not, an explanation as to why not?** |  |
| **Impact on proposed project of partial funding:** |  |
| **Total project budget:** |  |
| **Total grant requested:** |  |
| **Department ID and financial contact for your unit/department**: |  |
| **A report on activities funded in previous years** *(if applicable)*: |  |
| **Supporting documentation** *(if relevant)*: |  |

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| **Section 4** | |
| **Acknowledgements** *(please check the buttons below and sign to acknowledge the following):* | |
| **​​☐​** | Applicants must ensure that the event is accessible to those with disabilities. |
| **​​☐​** | Successful applicants will make all arrangements for the event. |
| **​​☐​** | The principal event must be open to the public. |
| **​​☐​** | Support from the fund should be acknowledged in all publications, programs, and credits. |
| **​​☐​** | Any unused portion of an award must be returned, and any budget overages are the responsibility of the applicant. |
| **​​☐​** | Successful applicants must submit a final report, including a financial breakdown, within 90 days of the event. |

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| **Section 5** | |
| **Signature** | **Date** |
| *If the applicant is a student, a signature from the student’s advisor or home department is also required. This denotes the agreement of the supervisor and/or department to the conditions above and that the student will be supported in the administration of funds.* | |
| **Signature** | **Date** |