



## Co-Sponsorship for Humanities Events

**Deadline: Rolling (September 2024 – April 2025)**

**Please read instructions below before submitting at:**  
<https://forms.humanities.ufl.edu/co-sponsorship-for-humanities-events/>

The Center for the Humanities and the Public Sphere (CHPS) co-sponsors events that engage the humanities in the form of conferences, speakers, classroom visits, and workshops, organized by faculty, staff, graduate and undergraduate students, and community members.

**Please Note:**

- (1) UF employees cannot be paid honoraria.
- (2) All co-sponsorship requests must be received at least 3 weeks prior to the event.
- (3) CHPS limits co-sponsorship to maximum two per applicant per funding cycle (July 1 – June 30).
- (4) An attendance list is required if funds are used for food.

**Funds Available:** \$300 per event

**Funding:** For UF applicants, funds will be transferred to one of the event organizers' units for spending. CHPS will coordinate with community organizations on a case-by-case basis. If organizations choose to invoice the Center, they will need to be registered with the UF [Supplier Portal](#) and have a Supplier ID #.

**Required Report:** In order to remain eligible for future CHPS co-sponsorship, within two weeks following the event, event organizers must prepare and submit a brief final report to CHPS that provides the number of attendees and describes the event in a short paragraph. Organizers may include photos with permission for CHPS to post on its website and social media.

**Application Process:** Provide the following information in the submission portal:  
<https://forms.humanities.ufl.edu/co-sponsorship-for-humanities-events/>

- UF Primary Applicant Name, Rank, Academic Unit or Organization, and Email
- Event Format:
- Event Title and Description, with speaker information
- Event Date, Time, and Intended Audience
- Amount Requested and Budget
- UF Fiscal Unit for fund transfer:
- Community member Supplier ID (if available):

All research, projects or other activities funded by this program must be consistent with state and federal law, including [Fla. Stat. 1004.06](#) and [BOG Regulation 9.016](#) regarding DEI programing.