

Cornelius O'Brien Lecture Series Concerning Historic Preservation

Request for Proposals

Overview

Established in 1972, the Cornelius O'Brien Lecture Series offers support for historic preservation in Indiana. Cornelius O'Brien (1883-1953), a successful banker, farmer, and manufacturer, was among the first to recognize the need for preserving Indiana's historic buildings and sites. The O'Brien Lecture Series was established by Mr. O'Brien's daughter, Mary (1915-2007), Mrs. John Timberlake Gibson of Washington, D.C., from whom it has continued to receive generous support and permanent endowment beginning in 1984. For many years, the Series enjoyed special assistance from the late Mrs. Cornelius O'Brien, as well.

With funding from the Series, approved groups and organizations throughout Indiana are encouraged to sponsor speakers experienced in historic preservation for presentations bearing directly on that subject. Except in rare instances, O'Brien lecturers reside in states other than Indiana and without the support of the Lecture Series would be unavailable to the local organizations desiring their services. Potential speakers may present at workshops, banquets, meetings, or lectures that are free and open to the public.

Award Amount

O'Brien lectures may be requested for an amount ordinarily *up to* \$4,500 total for honorarium and travel expenses. Honorarium requests exceeding \$2,000 will be required to submit additional information and generally will be requested to providing matching of funds up to 50%.

Honorarium requests may be approved in full, or for lesser amounts, at the discretion of the O'Brien Lecture Series subcommittee of the Indiana University Committee on Historic Preservation.

Timeline

O'Brien requests should be made *at least* eight weeks prior to the speaking event. Applications and the required supporting materials may be sent via fax, email, or postal service to:

Cornelius O'Brien Lecture Series
c/o National Council on Public History
127 Cavanaugh Hall-IUPUI
425 University Blvd.
Indianapolis, IN 46202

Phone: 317-274-2716
Fax: 317-278-5230
Email: ncph@iupui.edu

Travel Regulations

Travel reimbursement requests must meet all Indiana University travel requirements, which can be found at <http://www.indiana.edu/~travel/policies/policies.shtml>. Please note that no reimbursement can be provided for alcoholic drinks.

Selection Criteria

The Cornelius O'Brien Lecture Series Committee supports speakers on the basis of their qualifications and does not advocate any particular approach or philosophy concerning historic preservation. Requestors will be notified approximately six weeks prior to the speaking event (if requested eight weeks in advance). If approved, both the requestor and lecturer will be notified via the postal service. All required reporting and reimbursement forms will be included in this correspondence.

For an approved nomination, unless otherwise specified, the committee pays the speaker a specified honorarium and necessary travel costs. Responsibility for the publicity and local arrangements rests with the local sponsor. It is understood that Cornelius O'Brien Lecture Series funding will be acknowledged, both in advance publicity and at the introduction of the speaker, and that the lecture will be free and open to the public. A member of the O'Brien Lecture Series Committee will be in attendance at each lecture, and if a meal event or reception takes place before or after the funded lecture, that committee member will be invited at no charge.

After the lecture, the requestor should report to the O'Brien Lecture Series Committee on the speaker's performance and the relevance of the presentation, compared with what had been anticipated. A copy of the program and newspaper items concerning the presentation should be included in the report. The reporting form is available online at www.ncph.org and will be enclosed with the approval letter.

Changes to Program

This award is based on the expertise and skills of the speaker presented in your proposal and the topic of the proposed lecture, as well as the supplied budget and venue information. Therefore, any change in the program as outlined in the application must be approved by Cornelius O'Brien Lecture Committee in advance of the presentation. Such requests must be submitted in writing.

Cornelius O'Brien Lecture Series Concerning Historic Preservation Application

Organization Name _____

Address _____

Contact Person for this proposal _____

Daytime Phone Number _____ Fax _____

E-mail _____ Today's Date _____

1. Type of speaking event (must be free and open to the public): _____
2. Location and date of speaking event: _____
3. Name of proposed lecturer: _____
Name of proposed lecture topic: _____
4. Please include the following on official letterhead:
 - a. Explanation of how topic ties into local historic preservation effort/issues
 - b. Why is the proposed lecturer a good fit for this topic?
 - c. Description of planned advertising for events (flyers, PSA's, brochures, etc.) with acknowledgement of the support from the Lecture Series both before and during the lecture.
5. Attach a 1-3 page resume or c.v. for the proposed lecturer which includes physical and electronic contact information.
6. Budget:

Honorarium portion to be paid by O'Brien Fund \$ _____
Honorarium Total \$ _____

Travel

- | | | |
|---------------------|----------|--|
| a. Lodging | \$ _____ | (indicate rate and number of nights) Name of hotel: _____ |
| b. Airfare | \$ _____ | (coach only) |
| c. Meals | \$ _____ | (not to exceed the per diem rates provided here:
http://www.gsa.gov/portal/category/100120 Indicate which meals will be reimbursed) |
| d. Rental Car | \$ _____ | (indicate amount of car rental and gas) |
| e. Mileage | \$ _____ | (Personal Vehicles only—visit
http://www.indiana.edu/~travel/traveling/travelingbycar.shtml for current rates) |
| _____ miles@ | | |
| f. Other | \$ _____ | (describe in detail) |
| Travel Total | | \$ _____ |

Total Request for funding from O'Brien Fund \$ _____

Other sources of funding for this lecture \$ _____ (please indicate source: _____)

7. Additional Information (Only required for applications including an honorarium of over \$2,000).

- a. Please attach a detailed cost justification based on factors such as the individual's expertise/experience, publications, disciplinary background, and usual speaker's fee. (NOTE: depending on the explanation, the fee, and the funds available to us, we generally will request up to a 50% match from the organization)
- b. Please attach a description of the advertising and marketing plan that explains the following:
 - i. Capacity of the venue
 - ii. The number of people you expect to attend
 - iii. Description of the audience you will be working to attract
 - iv. How and where you intent to advertise the talk to attract that audience
 - v. The timetable for implementing your advertising plan

Signature of Executive Director and/or Board President is required to indicate board/organizational approval of grant request and to indicate that to the best of their knowledge, the information included herein, is true and correct.

Signature of Executive Director/Board Chair

Date