



# KSU | The Department of Art

## Visiting Artist Funding Request form

**Submit this form and the additional material requested in one PDF**

*Please attach a separate sheet with the following information:*

Why you are interested in hosting this artist (how would it benefit students in your area and students in the art dept.)

*In addition please submit:*

Artist(s) CV

Documentation of the artist(s) works: (3-5) images.

**Please submit this form directly to the Head after consultation with your area faculty.**

**Fall semester requests should be handed in before October 1st.**

**Spring semester requests should be handed in by February 15th.**

**Contracts should be in to the office at least 30 days prior to a visit.**

Academic year \_\_\_\_\_ Fall Spring submission date \_\_\_\_\_

Area/Area Co-ordinator \_\_\_\_\_

Artist or Group \_\_\_\_\_

Date(s) of Visit \_\_\_\_\_

Host Faculty Name \_\_\_\_\_

### Event information:

Dates of visit : \_\_\_\_\_ lecture workshop both

Technology needs:

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Other special Needs:

### Honorarium Information:

Visiting Artist requests should not to exceed \$1500.00 inclusive of all expenses, travel, lodging meals, shipping &c. **per Area.** Please do not bill or submit receipts to Department of Art; no reimbursements will be processed.)

Honorarium Amount: \_\_\_\_\_

**Amount approved:** \_\_\_\_\_

Department Head signature: \_\_\_\_\_

Date: \_\_\_\_\_