

# Conversation Project Host Application Form

Oregon  
Humanities

Please complete and submit as instructed in the Conversation Project online catalog. An incomplete or improperly submitted form will delay the review of your request. Oregon Humanities' address is 813 SW Alder Street, Suite 702, Portland, OR 97205.

Host organization \_\_\_\_\_

Organization's contact person \_\_\_\_\_

Address \_\_\_\_\_

City / Zip \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

List the numbers of your organization's legislative districts. Visit [www.leg.state.or.us/findlegsltr/findset.htm](http://www.leg.state.or.us/findlegsltr/findset.htm) or call your county election board for assistance with this **required** information.

U.S. Congressional District \_\_\_\_\_ Oregon Senate District \_\_\_\_\_ Oregon House District \_\_\_\_\_

Title of requested program \_\_\_\_\_

Name of Conversation Project scholar-facilitator \_\_\_\_\_

Date and time requested \_\_\_\_\_

Alternate date requested \_\_\_\_\_

Program location, if different from the host organization's mailing address (*name, street address, and phone*)

Estimated audience size \_\_\_\_\_

Will an admission fee be charged? If so, what is it? \_\_\_\_\_

Program contact person, if different from the organizational contact \_\_\_\_\_

Address \_\_\_\_\_

City / Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

How do you plan to publicize this program to your organization and your community?

- Organizational newsletter, e-mail, or standard mailing to all group members
- Press releases to local print and broadcast media (include local colleges and high schools)
- Posters, flyers, bookmarks, and other handouts
- Other (please describe) \_\_\_\_\_

If your request is approved, program materials will be emailed to you and will also be available for download on the Oregon Humanities website.

Phone number for public inquiries \_\_\_\_\_

Cost share is made up of the expenses you incur and the donations you receive in conjunction with hosting this program. **Cash cost share is the cash value of services and facilities contributed by your organization or third parties. Cash cost share typically ranges from \$100 to \$300 for most hosts.** It includes staff salaries and benefits, equipment and supplies, postage, telephone, facilities rental, lodging for the scholar-facilitator, printing, and any paid advertising. Please use actual amounts if available; otherwise provide your best estimates.

**In-kind cost share describes donations that come from a third party. In-kind cost share typically ranges from \$150 to \$500 for most hosts.** It includes volunteer time (the number of volunteer hours multiplied by \$20.25/hour), loaned equipment, waiver of rental fees for a meeting room, donated lodging for the scholar-facilitator, contributions of supplies, donated refreshments, and donated printing costs and advertising. The individual or company supplying the service can provide you with its value.

Estimated cash cost share \$ \_\_\_\_\_ Estimated in-kind cost share \$ \_\_\_\_\_

If a Conversation Project scholar-facilitator travels more than fifty miles one way, you must offer to provide him or her with one night of lodging. Will this be a:  home stay or  hotel/other commercial lodging?

By signing this application, the host organization and program contact agree to:

- Certify that the host organization is a public agency, an organization, or a group organized for nonprofit purposes or incorporated under the Oregon Nonprofit Corporation Act
- Comply with all federal certifications regarding debarment, suspension, and nondiscrimination statutes as outlined in the online catalog
- Promptly notify Oregon Humanities if there are scheduling or location changes to an approved program
- Open this program to the general public and widely publicize it as such to the local community using publicity materials provided by Oregon Humanities.
- Acknowledge Oregon Humanities' sponsorship at the program and on all public relations materials
- Confirm all arrangements with the Conversation Project scholar-facilitator two weeks before the program
- Duplicate and distribute the resource list and participant evaluation form provided by Oregon Humanities
- Complete and return the host's program evaluation form, completed participant evaluation forms, and copies of public relations materials to Oregon Humanities within two weeks of the program

Host contact's signature \_\_\_\_\_ Date \_\_\_\_\_

Check this box if you would like to receive e-updates about Oregon Humanities programs and events.

## For Oregon Humanities Office Use Only

Block booking information _____	
Scholar-facilitator's honorarium	\$ _____
Mileage(_____ round-trip)	\$ _____
Meals	\$ _____
Additional lodging	\$ _____
Total	\$ _____