

# WAGNER COLLEGE

B E P A R T O F T H E C I T Y

## Academic and Cultural Enrichment

### Guidelines & Deadlines:

- All ACE requests must be faculty sponsored and submitted using ACE issued forms and received by the posted deadlines.
- Call for applications is issued in Fall and Spring Semesters via the faculty listserve and available on the ACE Webpage
- Faculty should be aware that all applications are reviewed by the ACE Committee with decisions typically made within three weeks of the deadline
- Funding requests should be limited to a maximum of \$1000.00 per faculty
- Honorarium requests range from \$300.00 - \$500.00 for local speakers and \$1000.00 for international speakers
- Collaborative events count towards maximum faculty limits
- All funding requests should follow the mission and intent of ACE (*ACE events support Wagner College's belief that students, faculty, staff, and the larger community are partners in learning*)
- Wagner College employees are not eligible for honorarium.
- Honorarium is paid directly to speakers on or after the date of event with proper execution of mandatory forms (ACE contract & I-9)
- All ACE events must be shown in the Campus Calendar
- Faculty may request funding for refreshments for an ACE qualified event. All receipts must be submitted within 2 weeks of event to the committee in order to process reimbursement up to the granted amount.
- ACE application deadlines are as follows:
  - Fall applications due by April 15<sup>th</sup>
  - Spring applications due by November 15<sup>th</sup>