

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.

Award Amount

O'Brien lectures may be requested for an amount *up to* \$4,500 total for honorarium and travel expenses.

Timeline

O'Brien requests ordinarily are made *at least* eight weeks prior to the speaking event. Proposals may be sent via fax or postal service to:

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

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

Application Instructions

To request funds, a letter on your official letterhead with the following information should be provided.

Narrative

Proposals must not exceed three pages and should include:

- * the name and contact information (physical and electronic) of the requesting organization/individual
- * the type of speaking event along with location and date (must be free and open to the public)

- * the name and contact information (physical and electronic) of the potential lecturer and lecture topic
- * A 1-3 page resume/c.v. of the potential speaker
- * explanation of how topic ties into local historic preservation efforts/issues
- * description of planned advertising for event (flyers, PSA's, brochures, etc.) with acknowledgment of the support from the Lecture Series both before and during the lecture

Budget

Please attach a separate page with budget information in the following format.

HONORARIUM

Honorarium \$xxxx.xx

Total Honorarium \$xxxx.xx

TRAVEL

Lodging (*Indicate number of nights.*) \$xxxx.xx

Airfare (*Coach only.*) \$xxxx.xx

Rental Car (*Indicate amount of car rental, gas, and any mileage charged.*) \$xxxx.xx

Mileage (*Personal vehicles only – \$0.50/ mile for the first 500 miles and \$0.25/mile 501-3000 miles.*) \$xxxx.xx

Meals (*Not to exceed \$45/day. Indicate which meals will be reimbursed.*) \$xxxx.xx

Other- *describe in detail* \$xxxx.xx

Total Travel \$xxxx.xx

TOTAL AMOUNT REQUESTED \$xxxx.xx

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 general public will be encouraged to attend without 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.