



Best Practices

The Public Works Initiative is:

“a four-year initiative centered on public-oriented work in the arts and humanities undertaken through collaborative partnerships with diverse organizations and communities beyond the Carleton campus. This public engagement will develop new models for reflection on diversity and civic responsibility, and on how digital technology can best serve diverse publics. Students and faculty will use these experiences to deepen their understanding and engagement with the challenges of building a more inclusive and civil society. The initiative will generate models for the responsible co-creation of public work that will reemphasize the importance of the arts and humanities for a democratic society.”

Outcomes of the Grant

Public Works Will:

- “raise the profile of the arts and humanities on our campus and in our communities by bringing more attention to these disciplines and by connecting humanities and arts faculty and students in new ways.”
- Create sustainable models for public engagement that embody our core principles of reciprocity and partnerships based on deep relationships
- Create networks of linked, deliberately structured modules and courses that incorporate a substantial focus on the public arts and humanities.
- Develop and publicize new models for reflection on diversity and civic responsibility, and on how digital technology can best serve diverse publics.

Faculty Stipends

- Winter/Summer Breaks (not Spring Break)
- Term not teaching (assuming continuing contract for visiting instructors)
- Total request can be up to \$600 per week, not to exceed \$3600 for Summer and Winter Break
- Payment schedule
 - Half stipend paid when award letter is issued
 - 2nd half paid when final report is submitted

Consultant/Partner Stipends

- W9 is required for payment
- Send W9 to Terra for payment
 - Payment is made once services have been rendered
 - Partial payments can be arranged
- If a consultant/partner is not a US citizen
 - Set up meeting with Shari Mayer in the Business Office
 - Copy Terra on this correspondence

Student Worker Request

- Student Financial Services Website/ Student Employment/Supervisor Portal/Student Worker Request
 - Click on Department Name (drop down menu), select “Public Works Initiative”
 - Click on “Choose supervisor from a different dept”, select yourself, then select alternative supervisor (this can be your department administrative assistant)
 - Follow the rest of the steps, Submit Request
 - Student needs to submit paperwork to Student Financial Services
- In term wage vs. break wage

Grant PDA 26-1612-XXXX

Award letter will state funds in your GRANT PDA

- check balance through HUB
- not the same as “regular” PDA
- If you need additional funding above the original amount allocated, please submit *Interim Request Form*
- *Visiting faculty may or may not have a PDA*

Travel/Material Purchases

- Use Carleton VISA- charge to GRANT PDA # in Award letter
 - Travel arrangements and material purchases should be coordinated by yourself or your administrative assistant

Cardholder Name: LACHANCE, TERRA
Card Number: xxxx-xxxx-xxxx-4064

Charges

Viewing 1 to 24 of 24 Items

1.	Transaction Date	Posting Date	Personal	Merchant	Receipt Submitted ‡	Amount / Original Currency
	08/30/2018	09/03/2018	<input type="checkbox"/>	Northfield Metro Exp Eagan, MN	<input checked="" type="checkbox"/>	15.00 USD
General Ledger Code *		Description *		Unit		
5800 - Travel ✖		Car service to airport for Briannon Carlsen for Imagining Conference in Chicago		ART AND ART HISTORY (5107)		
FUND *		SOURCE *		DEPT *		
26		1612		5200		
2.	Transaction Date	Posting Date	Personal	Merchant	Receipt Submitted ‡	Amount / Original Currency
	08/30/2018	09/03/2018	<input type="checkbox"/>	United 0162414975713 800-932-2732, TX	<input checked="" type="checkbox"/>	336.40 USD

VISA Statement Reconciliation
This is where you use the number in your letter 26-1612-XXX
(this number is unique to you)

Travel/Material Purchases

- If you DO NOT have CARLETON VISA
 - Coordinate with your administrative assistant to use their college visa, same rules apply
- If using PERSONAL VISA
 - Save receipts, submit to Terra LaChance for reimbursement

Acknowledgement of Support

CONVERSATION AND OPENING RECEPTION



Dorae Hankin '14

Artist in Residence- Mendocino, CA

John Vigeland '09

CFO/COO East Fork Pottery- NC

Dustin Yager '06

Full Time Artist- Brooklyn, NY



FRIDAY, MARCH 1

4-5 PM PANEL

5-7 PM RECEPTION

Mar-G Commons, Weitz Center



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