Institutional Diversity Student Funding Application 2014-2015

The Ethnic Student Activity funds are used as a financial resource to promote and enhance the out of classroom experience for students. To ensure that the fund distribution is effective and inclusive, all requests will be reviewed for evaluation.

Guidelines

Funds are to support programs, activities, events or projects that directly support or engage MSU students.

**** All student organizations receiving funding must complete the Institutional Diversity Event and Activities Planning Training.

1. Complete all sections of the Funding Application and return to Shayla Braunshausen at CSU 243 or via email at Shayla.braunshausen@mnsu.edu. Your advisor must acknowledge this application by signing or by sending an email. Please note the following items when completing the application:
   a. A separate form should be submitted for each program, activity or event for which you are requesting.
   b. A brief narrative of the event should be included or attached. For proposed trips, a detailed itinerary must be submitted.
   c. A detailed accounting of estimated costs on the budget summary sheet of this application must be completed.

2. Funding may be full or partial. Request for funding may be denied if it is decided that the organization has not allowed enough time to plan the desired event.

3. Funding will be awarded primarily for programs and events that take place on the MSU campus.

4. The requestor of the recognized student organization, and the advisor submitting the application will be held accountable for spending funds outlined in the request.

5. The program, activity, or event must be implemented during the academic year. No awards are made for summer events and activities.

6. Funds may not be used for gifts.

7. A completed program evaluation and final expense report should be submitted no later than three weeks after the completion of the event. Failure to do so may result in ineligibility for future funding.

8. Incomplete applications will not be considered.

9. Funds or revenue from funds may not be used for events unsupervised by a MSU full-time staff member.

   Requested Amount:__________________

   Department:______________________

Multicultural Affairs CSA 269
Asian American Affairs 507.389.1028 Latino Affairs 507.389.1192
African American Affairs 507.389.5296 American Indian Affairs 507.389.5230
**Requestor Information**

Name of Primary Student and /or Recognized Student Organization

1) Contact Person: ______________________________________________________
   
   Student Organization:_____________________________________________

2) Position: ____________________________________________________________
3) Campus Address: _____________________________________________________
4) Phone:______________________________________________________________
5) Email:__________________________________

Name of Advisor from the Office of Student Activities:

1) Print:________________________________________________________________
2) Signature:_____________________________________________________________

Note: If submitting the application electronically, please request an email from the advisor indicating that s/he has reviewed this application.

What is the mission or purpose of the organization?

Brief description of the event:

Event Date: Location:
Start Time: End Time:

Why do you want to put on this event and how does it meet the goals or purpose of your organization?

How are students expected to benefit from this event?

What is the projected attendance (students, faculty, and community)? How did you come to this number?

What is the marketing plan for this event?
Budget Summary Sheet- Planned Expenses

Include a description of all anticipated program expenses and other sources of revenue and detail why this expense is needed for the success of this activity. Each amount listed below should be explained in full detail.

Be sure to attach all proof of costs.

A. Venue/location of program: $___________________
   Describe:

B. Entertainment $___________________
   Describe:

C. Supplies & Materials $___________________
   Describe:

D. Equipment $___________________
   Describe:

E. Public Safety/Safety Department Expenses $___________________
   Describe:

F. Publicity (include publicity strategies to be used)$___________________
   Describe:

G. Transportation $___________________
   Describe:
H. Other Expenses  $________________________

*Describe:*

I. Total Event Costs  $________________________

J. Total Funds Requested  $________________________

K. Organizations Contribution  $________________________

L. List all funds requested from other resources:

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<thead>
<tr>
<th>Name of Resource</th>
<th>Amount Requested</th>
<th>Amount Received</th>
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Include or attach the specifics of how or for what each amount received can be used.
Speaker Expenses

Speaker/Performer Name: _____________ Amount to be paid: _____________

Marketing Expenses

Type: _____________ Amount to be paid: _____________
Type: _____________ Amount to be paid: _____________
Type: _____________ Amount to be paid: _____________
Type: _____________ Amount to be paid: _____________

Other Expenses

Type: _____________ Amount to be paid: _____________
Type: _____________ Amount to be paid: _____________
Type: _____________ Amount to be paid: _____________
Type: _____________ Amount to be paid: _____________

To be completed by Institutional Diversity department director

Requested Amount:

Denied or Approved:

Approval Amount:

Director Signature:

Notes:
Funding Evaluation

Please submit this form to Shayla Braunshausen no later than 3 weeks after your event has been completed.

Applicant(s): __________________________________________________________

Date of Program: _________________ Title of Program:______________________________

Attendance:__________________________

Brief Evaluation of Program (Include Strengths and Weaknesses):

Did the event meet your anticipated outcome(s)? Briefly Explain

Please attach or include a final expense report.