Office of Multicultural Programs and Services

Intercultural Initiative Grant & Sponsorship Request

Purpose

The Office of Multicultural Programs and Services’ (OMPS) Intercultural Initiative Grant & Sponsorship is available to Emory University’s recognized student organizations to support programs and events that fulfill one or all of the following objectives:

- Fosters diversity education.
- Cultivates cultural awareness.
- Encourages avenues for cross-cultural dialogue and interaction.

The Intercultural Initiative Grant & Sponsorship proposal is a means of helping cultural student organizations communicate their programming needs to OMPS and receive guidance in the planning and implementation of successful programs and/or events. The grant aims to support inter-group communication and collaboration among student organizations. **Grant funds and other forms of sponsorship are bestowed according to how directly the program promotes cross-cultural dialogue and interaction as well as how effectively it complements the mission of OMPS.**

Criteria

In order to be considered for funding, the following criteria MUST be fulfilled:

- The submission of the Intercultural Initiative Grant & Sponsorship Request Form.
- The submission of the program/event budget.
- Goals of the event must clearly further cultural awareness and diversity education at Emory.
- The organization **must agree to submit** a completed Program Evaluation form for follow up and future programming purposes. This should be submitted (1) week after the program/event.

Submission & Deadline

Requests must be received a **minimum of 3 weeks** prior to the proposed date of the program/event. Decisions will be made within **5 business days** of submission and the respective student organization contact will be sent an email notification within that time to notify him/her of the next steps.

**All Requests should be submitted via Email to:**

James S. Francois; Associate Director of Student Life

james.francois@emory.edu
OFFICE OF MULTICULTURAL PROGRAMS AND SERVICES
INTERCULTURAL INITIATIVE GRANT & SPONSORSHIP REQUEST

Section 1- General Organization Information

Organization Name:

(Please indicate other co-sponsoring groups, departments or student organizations below)

Co-Sponsors
1. 2. 3. 4.

Applicant(s) Information:

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<th>First &amp; Last Name</th>
<th>Position on Organization Board</th>
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Organization Account Number:

(Please provide the account number for the organization that you would like funds to be transferred to)

Please check off this box □ if your organization does not have an account number.

Section 2- Program/Event Information

Program/Event Title:

Proposed/Projected Date of Event:

Proposed/Projected Time of Event: AM □ PM □ until AM □ PM □

Proposed/Projected Location:

Type of Event: (i.e. cultural, social, educational, etc.)

Anticipated Event Attendance:
Event Purpose and Impact:

Provide a brief description of your program/event:

State your program/event's goals:

Section 3- Grant & Sponsorship Information

The maximum amount allotted to for co-sponsorships is $300.00. Also, student organizations will receive funding from the Office of Multicultural Programs and Services ONCE during the academic year.

TOTAL Anticipated Cost of Event: $ (please include your itemized budget!)
Amount Self-Generated $

Please use the space below to specify other funds or support you have and the source:

Specify Your Request from OMPS by Selecting one or more of the following:

☐ ☐Monetary Support (Grant) TOTAL Requesting: $
☐ ☐Publicity Assistance (i.e. OMPS website ad, Facebook ad, etc)
☐ ☐Copying Services (this option is contingent upon supply availability and the total amount of materials to be duplicated )
☐ ☐Other (Please specify)

Submitting Applicant’s Signature: _____________________________ Date: ___/____/____

By signing above, you and your organization agree that the information provided is accurate. Your signature represents your organization’s intent to follow all guidelines stated, including the submission of a program/event evaluation form.

You understand that falsifying information or failure to complete any part of this process could jeopardize present and future requests.

Please attach a copy of your budget with the email for your application.

Thank you for completing this request. Please attach your proposed budget and other materials you feel would be helpful in the decision making process. Please be advised that a follow up meeting is often required before a final decision can be made. You can submit your form to James Francois at james.francois@emory.edu.
Date of Submission:

APPROVED ☐ DENIED ☐

Account Number:
Total Amount Approved: $

OMPS Director’s Signature: ____________________________