**Application for Program Funding**

**Submit completed application forms via e-mail to** **jw25@txstate.edu****,** **tp11@txstate.edu**, **and copy your advisor on the email. Please ask your advisor to “Reply to All” after receiving your proposal email to give their approval of the proposal.** The Multicultural Programs Committee (MPC) meets to consider proposals the 3rd week of every month. You **must** submit your proposals **at least 1-2 months** prior to your event so that you will have funds available well in advance of your event.

The MPC will meet monthly during the Fall (September, October, November) and Spring (February, March, April) semesters. No late proposals (submitted less than 1 month prior to the event) will be accepted or considered for funding. In addition, no proposals will be funded between scheduled committee meetings. Therefore, it is imperative that you carefully consider application deadlines and plan accordingly.

**Funding Guidelines/Priorities**   MPC funding is intended to provide seed money to student organizations, not to fund an entire event.  ***MPC does not allow funds to be used for food purchases, or refreshments unless such purchases are an integral part of the program (i.e. demonstrating diversity through various ethnic foods). MPC approval must be received for any exceptions.*** Funding will be considered for events that promote multiculturalism (e.g. diversity in age, race/ethnicity, ability, sexual orientation) in **at least one** of the following ways.  Please indicate which of these criteria you believe your proposed program meets. Check all that apply.

\_\_\_\_\_1) Program or event that clearly promotes multiculturalism within the University

 community

\_\_\_\_\_2) Educational activities to promote knowledge of multiculturalism

\_\_\_\_\_3) Multicultural programs that will impact the largest number or students

\_\_\_\_\_4) Collaborative proposal of two or more groups which will improve awareness

 and appreciation of multiculturalism.

**Procedures for submitting proposal**

1) Submit an **electronic copy** of your completed Application (including a detailed budget) and supporting documentation for program funding to Ms. Jonnie Wilson and Mr. Terence Parker at the following email addresses: jw25@txstate.edu, tp11@txstate.edu. Please save your application as follows: Event\_MPC Proposal\_Date. Applications are due **at least one month prior** to the scheduled MPC meeting (3rd Monday – September to December, and February to April)**.** Ms. Wilson and Mr. Parker will review your application to ensure compliance with application guidelines. You will then receive notification about whether your proposal is complete or incomplete. Proposals deemed complete will be distributed to MPC members and reviewed at the next scheduled meeting. In the event, your application is incomplete, your proposal will be returned with instructions for needed changes. Edited proposals should be returned **within 1 week**. Edited proposals not received within one week will **not** be considered for funding during that month’s meeting.

2) An Organization representative **MUST** present the proposal orally and answer questions at a regular meeting of the MPC.  **Failure to do so will result in your proposal not being considered and placed on the agenda for the next month’s meeting. If a representative is not present at the 2nd meeting, the proposal will be considered void.** The organization representative(s) making the oral presentations should meet outside of room 5-1.4 of the LBJSC 30 minutes prior to the MPC meeting, where they will be taken into the meeting room to make their presentation.

3)  MPC will notify the contact person for your organization whether your proposal has been approved for funding and the amount of funding by Friday of that week.

4) A representative of the organization receiving the funds, must then contact Melanie Zapata, the Administrative Assistant to Ms. Jonnie Wilson, the Assistant Director for Multicultural Student Affairs, within 48 hours of receiving the notice of funding to arrange a meeting to discuss procedures for receiving and using the funds appropriately. The representative will meet with Ms. Wilson, and Dr. Angela Ausbrooks, MPC Co-Chair, whereby all procedures for funding will be explained. Representatives will also be required to sign a statement of Understanding and Accountability regarding receipt and use of MPC funds.

5) A completed Post Event Evaluation Form must be submitted to Ms. Jonnie Wilson (jw25@txstate.edu) and Dr. Angela Ausbrooks (aa16@txstate.edu) **within 2 weeks** after the event is held. **Failure to submit this post Event Evaluation Form will disqualify your organization from receiving funding for future events**.  Please see the Evaluation Form for details.

**Please complete the budget information on the following page**

**All of the following must be filled out for application to be considered.**

Name of event:

Application Date: \_\_\_          \_

Date of Event: \_\_\_\_\_\_\_\_

Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has location been confirmed via contract and/or payment? Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

 Organization Name:

Advisor:

Contact Person for Event:

E-mail:

Address:

Phone #:

Cell Phone # (if different):

**PROGRAM BUDGET:** Fill in this section completely even if information is provided as

 an attachment.

SPECIFIC FUNDING AMOUNT REQUESTED:                              (Do not give a range)

Itemized Expenses of event:                                      Anticipated Program Income:

Honorarium           $                                                    Admissions     $

Printed materials   $     \_\_\_\_                                      Donations        $

Awards                  $                                                   Club Account  $                     \_

Room rental          $                                                    Other Sources, please list

Equipment             $         \_\_\_\_\_\_

Food                      $

Other, please list                                                         \_\_\_ \_\_\_\_\_\_\_\_\_\_\_     $\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_            $\_\_\_\_\_\_\_\_\_\_\_                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      $\_\_\_\_\_\_\_\_\_\_\_

                                    $                                                                TOTAL  $

$

                                    $

                                    $                                             Other potential funding sources:

                                    $

TOTAL                   $

Please describe how this event will promote the multicultural diversity and awareness in the Texas State community and how the student will benefit from this event:

**Disbursement of all funds must follow State and University purchasing guidelines.**

List funding received from this committee within the last 12 months:

EVENT                                    DATE                                $ FUNDED

 Please have all responsible parties sign in the appropriate sections below.

SIGNATURE:

DATE:

ADVISOR'S SIGNATURE

DATE:

Post Event Evaluation Form

(Please type or print neatly)

Return this form and all of your receipts in an envelope to Ms. Jonnie Wilson in the MSA Office (LBJSC5-2.2) within 2 weeks of your event. You should also send a copy of the form and receipts to Dr. Angela Ausbrooks, HPB, Room 150-A. You must submit this form **within 2 weeks** of your event to close out your account and/or receive any reimbursements. Failure to return this form **within the two-week deadline** will result in your organization being moved to “Temporary Inactive Status” and deemed ineligible for future funding. If the form is not received within **1 month** after the event, your organization will be moved to “Non-Compliance Status” its applications will not be considered for future funding. If moved to the status of non-compliance, organization leaders will be required to meet with Ms. Wilson and the MPC Co-Chairs (Mr. Parker and Dr. Ausbrooks) to request reinstatement to “Active” status. Please direct any questions to Dr. Ausbrooks (aa16@txstate.edu; 245-9067) or Mr. Parker (tp11@txstate.edu; 245-2152).

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 1. Date of Event:

 2. Title of Event:

 3. Did you collaborate with another organization? If yes, which one?

 4. Approximate number of students actively involve in planning and conducting the

 event and their roles:

 5. Who was your target audience? Check all that apply.

 \_\_\_ Students \_\_\_ Faculty \_\_\_Staff

 \_\_\_ Community Members \_\_\_ Other (please specify)

 6. Approximate number of people in attendance from each group:

 \_\_\_ Students \_\_\_ Faculty \_\_\_Staff

 \_\_\_ Community Members \_\_\_ Other (please specify):

 7. Did you program accomplish the multicultural and educational goals proposed in

 your application? If yes, how? If not, why not?

 8. Identify the method(s) used to promote the educational component of your program:

 \_\_\_ video \_\_\_ speaker \_\_\_ panel \_\_\_flyer/brochure

 \_\_\_ announcement \_\_\_ Other: (please specify)

 9. Did your event improve awareness and appreciation of multiculturalism on campus?

 If yes, how? If not, why not?

10. Which of the following leadership skills do you believe you and other organizers

 acquired as a result of this program. Check all that apply.

 \_\_\_ Written Communication \_\_\_ Oral Communication \_\_\_ Public Speaking

 \_\_\_ Time Management \_\_\_ Team Building/Motivation \_\_\_ Goal Setting

 \_\_\_ Event Planning/Organization \_\_\_ Goal Setting \_\_\_ Delegation Skills

 \_\_\_ Other (please specify):

11. Please discuss how you applied your leadership skills in the coordination,

 development, and implementation of this program.

12. Strengths of the event:

13. Weaknesses of the event:

14. What changes and/or modifications **did** you make to the event during planning or

 implementation? What changes and/or modifications **will** you make if you conduct?

 this event again?