



Student Organization Funding Application

The Office of Academic Diversity Initiatives (OADI) provides funding to university-recognized undergraduate student organizations to support events that fulfill two or more of the following objectives: promote multicultural student success and achievement, provide intellectual exchange and/or professional development for members of cultural student organizations, foster education around diversity and social justice, and create opportunities for community outreach, intercultural dialogue and coalition building. **The maximum allotment for each award is \$750.** The OADI funding process is competitive, and funding is not guaranteed.

Funding Criteria

Proposed programs, events or opportunities must be educational and culturally inclusive. Innovative approaches to student organization programming are strongly preferred, and proposed programs may range from the academic (lectures, panel discussions, conferences, symposia) to the artistic (film screenings, open mics, community storytelling events) to other non-traditional forms of learning and growth. OADI strongly encourages funding applicants to seek co-sponsorship with other organizations or departments. Events that are primarily social in nature (i.e., parties, paintball, talent/fashion shows, etc.) are ineligible for OADI funding, as are fundraising events.

Submission & Deadline

Proposals must be submitted at least eight (8) weeks prior to the proposed date of the event. Proposals should be electronically submitted to the Office of Academic Diversity Initiatives via e-mail (oadi-funding@cornell.edu). Only complete applications will be considered. **Please be sure to read carefully the full funding agreement before submitting an application.** Only completed applications will be considered reviewed by OADI staff. Student organizations can submit multiple proposals per semester, but may only be allocated funds once.

Funding Decisions

All funding decisions are made by the OADI staff. Before a funding decision is made, the advisor(s) of the organization(s) requesting funds may be contacted. The listed primary contact for the organization will be notified of the funding status via e-mail. If funding is approved, additional steps will be outlined in that e-mail. **Please read the funding agreement for more information.**

<p>Complete Application includes:</p> <ul style="list-style-type: none"> Event Schedule Performer/Speaker Contract Performer/Speaker Biography(ies) Budget Proposal Completed and signed application 	<p>Attach:</p> <ul style="list-style-type: none"> Event Schedule Performer/Speaker Contract Performer/Speaker Biography(ies) Budget Proposal (if more room is needed)
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Questions or concerns about your application and funding eligibility may be directed to oadi-funding@cornell.edu.



General Information

Organization Information

Organization Name:

Organization Mission:

Advisor(s) Name and Contact Information:

SAO Organization Account #:

Contact Information

Primary Contact

Secondary Contact (required)

Name:

Name:

Organization position:

Organization position:

Preferred E-mail Address:

Preferred E-mail Address:

NetID:

NetID:

Telephone number:

Telephone number:



Event Information

Event Name:

Event Date and Time:

Confirmed Venue/Location (include rain location, if applicable):

Attendance:

- How many people do you expect to attend this event? Who is your target audience?
- How and when will your organization be advertising this event?
- What is the admission fee (if applicable)?
- Accommodations for accessibility considerations (assistive technology/media, sign language, note taking, space flexibility, service animals, etc.):
- Options for dietary considerations (halal, kosher, gluten-free, vegetarian, vegan, etc.):

Event Description:



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Event Goals:

- What are the learning outcomes for this event? How do you feel this event will help its participants learn or grow?

- How does the event align with OADI's mission to promote multicultural student success and achievement, provide intellectual exchange and/or professional development for members of cultural student organizations, foster education around diversity and social justice, and/or create opportunities for community outreach, intercultural dialogue and coalition building?

Event Schedule:

- Please attach a general agenda for the event, including time for set up and clean up.

Performers/Speakers:

- If there are any performers/speakers, please list their name(s) and attach their bio(s) and a signed contract.



Budget Information

Co-Sponsorship/Other sources of funding:

- List any organization(s) and/or department(s) that will be co-sponsoring this proposed event and list the amount(s) of secured funding that each co-sponsor has confirmed in the budget proposal below.
- What other funding sources are being pursued in support of this event?

Budget Proposal:

Complete the provided budget form below, and attach any supplemental information/documentation (i.e. estimated cost of airline ticket, estimate of food cost according to expected attendance). Applications without complete budget forms will not be considered. Honoraria for performers, speakers, and consultants should be all-inclusive of travel, lodging, and presentation costs. Proposed programs, events or opportunities must be educational and culturally inclusive.

	Amount	Description
<u>Revenue</u>		
Ticket Sales/Participant Fees		
Co-Sponsorships (Organizations)		
Co-Sponsorships (Departments)		
Co-Sponsorships (Gifts or other)		
Total Revenue:		
<u>Expenses</u>		
Performers, speakers, including transportation/lodging fees and honoraria		
Participant Transportation/lodging		
Technical (Audio/visual) Costs or Rentals		
Food/Catering		
Venue rental fees		
Publicity (Flyers, posters, etc.)		
Misc. (please specify)		
Total Expenses		
<i>Total Amount Requested from OADI:</i>		



Funding Agreement

The following contains important information regarding the OADI funding process. Please read it carefully, and provide your electronic signature at the bottom to verify that you understand and agree with the guidelines below:

- **Funding preferences:**
 - Applications should demonstrate a serious and planned approach to coordinating the proposed event.
 - Proposed events should clearly align with OADI’s mission and with the funding criteria outlined on page 1.
 - Proposed events are preferred to be co-sponsored by multiple student groups, have free admission, and primarily serve undergraduates.
 - Applications should list more than one source of funding for their programs.
 - Applications with detailed, itemized budgets and supplemental financial documentation are strongly preferred over those with vague and general budget proposals.
 - **Note:** Events that are primarily social in nature (i.e., parties, talent or fashion shows, etc.) are *ineligible* for OADI funding, as are fundraising events.

- **Funding Notification & Transfer:** If a funding application is approved, the organization’s primary contact must schedule a meeting with the OADI staff person who is designated in the funding notification e-mail within two weeks. Once this meeting takes place and once promotion (if applicable) is approved, OADI will transfer funds directly to your SAO account, a process that may take up to four (4) weeks. No funds will be allocated for prizes or awards based on competition OR for gifts (unless in appreciation for a speaker). Funds will not be allocated for programs that conflict with the time of another event related to OADI. ***If the organization representative does not meet with the OADI staff person designated to them for their event or if she or he does not notify OADI of any changes to the approved program/event within two (2) weeks of the event date, promised funds by OADI may be forfeited.***

- **Speakers/Performers:** If there are speakers/performers for the proposed event, the primary organization must send a contract signed by the speaker/performer to OADI at least four (4) weeks prior to the event. Any funding that is allocated towards a speaker or performer will require a contract. ***Failure to submit a completed contract by the appropriate deadline will possibly forfeit any promised funds from OADI.***

- **Promotion:** If OADI sponsors the proposed event, it is expected that the organization(s) will list OADI as (co-)sponsor on event promotion. All promotion (flyers, posters, etc.) must be approved by OADI at least three (3) weeks before the event is held. ***If OADI is not listed as a co-sponsor on the event publicity, the organization(s) may become ineligible for future OADI funding.***

- **Evaluation:** Any organizations who receive OADI funding are required to submit an event evaluation form within two (2) weeks of the completed program/event. ***Failure to submit a written summary will possibly forfeit any promised funds from OADI.***

I have read, understand and agree with the guidelines outlined in the Funding Agreement for receiving funds through OADI. I certify that all information provided in this application is accurate to the best of my knowledge.

Electronic Signature: _____ Date: _____

Questions or concerns about your application and funding eligibility may be directed to
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