The Office of the University Chaplain

CO-SPONSORSHIP FUND

Office of the University Chaplain

203 Earl Hall

The Office of the University Chaplain Co-Sponsorship Fund is available to recognized Columbia University undergraduate, graduate, and professional student groups for **fall 2013.** The Fund provides administrative and/or financial support to programs that focus on religion, spirituality, race, ethnicity, sexual identity, gender, social justice and community service.

**PROPOSAL PROCESS:** The application period for the OUC Co-Sponsorship Fund begins on **Monday, September 9** and ends on **Tuesday, October 1**. One representative from each of the collaborating groups must meet with Office of University Chaplain for a joint meeting, at least 48-hours prior to submission, to discuss the proposal and each group’s role in producing the event. All applications must be submitted ten-business days prior to your proposed event. Only completed applications will be considered. No project will be funded retroactively.

Priority will be given to **new initiatives** that focus upon issues of faith and spirituality by recognized student groups. Annual, recurring or previously funded events will only be considered in rare circumstances. All programs must take place on campus, be open to all students and members of the Columbia University community, and be alcohol free. Awards will be granted in varying amounts from administrative support ($0) to $2,000 with the majority of awards given between $100 and $500.

Those applicants whose proposals have been accepted are required to:

* At least one representative from the OUC will be given free admission to the event. When possible, the representative will speak briefly to introduce the event.
* Include the logo for the Office of the University Chaplain as well as acknowledgement of the OUC Co-Sponsorship Fund on all advertising materials for your event. Prior to the event, submit electronic copies of an invitation and flier to the Office of the University Chaplain at mm3767@columbia.edu. Provide hard copies to Room 112 in Earl Hall.
* Within two weeks of the completion of your event, a member of the group must submit an evaluation of the event. This evaluation should describe the event. You should also examine several aspects of the event, such as a certain issue that was of particular personal interest, audience feedback, logistics, follow-up plans, or the lessons imparted by the overall presentation. Photographs are particularly helpful in addition to your reflection.

If you have further questions, please contact **212.854.5714 or mm3767@columbia.edu.**

Your reward will NOT be directly transferred into your group’s account.

* If you are using a University service (e.g., A/V, Columbia Catering and Printing Services) and require a ChartString for payment, please contact Robert Doyle, the Assistant Director of Administration, at rd2521@columbia.edu or 212-854-6242 in Room 202 of Earl Hall.
* If you are using a recognized University vendor, and you require a voucher, please contact Martin Malzahn, the Assistant University Chaplain, in Room 112 of Earl Hall.
* Please write **“OUC Co-Sponsorship Fund”** on top of all your payment requests.

(Please complete the following application (Steps 1-3) and submit to the Office of the University Chaplain, 203 Earl Hall.)

# Step 1: General Information

Organization:

Group ChartString and Advisor’s Signature:

Project Title:

Proposed Project Date:

Type of Support requested (please circle one(s) that apply):

 Administrative Financial

Coordinator(s):

Local Address/Phone/E-mail of *each* contact:

School/Year:

Signature(s):

\*CHARTSTRING MUST BE PROVIDED FOR REIMBURSEMENT

**Step 2: Project Description** (*Up to one typewritten, double-spaced page)*

Please provide a full description of the project’s goals and how it relates to the objectives of the Office of the University Chaplain’s Co-Sponsorship Fund, as well as a list of those expected to be involved in the project, including all other co-sponsoring groups.

**Step 3: Estimated Budget Forms**

 **Use key to describe status:**

**Allocated =** **(A) (**funds already committed)

 **Requested = (R) (**from whom?)

 **Projected =** **(P)** (e.g. funds from ticket sales)

**REVENUE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Funding Source(s)***(e.g. Ticket Sales\*, Fund Raising, Co-Sponsorships)* |  Amount |  Status |  Contact *(Name, Phone, Email)* |
| e.g. University Community Partnership Fund | $100  |  R |  Partnership Fund – Julie Brown, x37000 |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **Total Revenue:** |  |

 \*FOR TICKET SALES, PLEASE PROVIDE PROJECTED ATENDANCE AND TICKET PRICE

**EXPENSES**

|  |  |  |
| --- | --- | --- |
| **Description** (Please specify sources for estimates, e.g. Advertising, Room Rental, Travel, etc) |  Amount | Actual or**Estimate** |
| e.g. Advertising (Flyers, Posters) | $152  | Actual Expense |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
| Total Expenses: |  |
| **Total Expenses (-) Total Revenue:****(Amount you are requesting from the OUC fund)** |  |