**The Kraft Family Fund For**

**Intercultural & Interfaith Awareness**

SPRING 2014 Request for Proposals

The Kraft Family Fund for Intercultural and Interfaith Awareness administered by the Office of the University Chaplain (OUC) encourages recognized student groups at Columbia University\* and Barnard College to collaborate on projects that promote intercultural, interfaith, and ecumenical awareness and understanding across the University.

The Kraft Fund seeks to provide students with timely and appropriate venues for exploring controversial issues and resolving conflicts in a manner that promotes greater understanding among Columbia University students of diverse backgrounds and perspectives. The fund also provides support for co-sponsorship by the Office of the University Chaplain for university-wide religious and cultural student-initiated programming.

|  |  |  |
| --- | --- | --- |
| Eligibility | PROJECT EXAMPLES | PROPOSAL PROCESS |
| Eligible projects bring together diverse students in a wide range of activities and events that explore unique relationships between culture, religion, race, and ethnicity. ***Priority will be given to new initiatives.***  Projects must meet the following criteria:   * Two or more recognized Columbia University/Barnard College student cultural and/or faith-based groups working collaboratively. * Program advances intercultural, interfaith, and ecumenical awareness through interaction and an open exchange of ideas. * All aspects of the program must take place on the Columbia University campus. * All program events are open to all students and members of the Columbia University community. * All events receiving OUC funding must be alcohol free.   Eligible projects may also be collaborations between a recognized student religious or cultural group and the Office of the University Chaplain. | * An open forum on Israeli/Palestinian issues that brings together interested students to increase dialogue and discuss divergent points in a meaningful and substantive way * A conversation on arranged marriage and the role it plays in Hindu and Muslim societies * A gathering of students from several faith traditions to explore a practice that they hold in common—such as meditation or ritual immersions—in its different manifestations. * A screening and discussion of a film (or a play) exploring the intersections and conflicts between religion and culture in different parts of the world, e.g. Sudan, Rwanda, Cambodia * A evening for graduate students on ways to integrate cultural and interfaith perspectives into teaching * A presentation of religious and ethical concerns at Guantanamo Bay by a Chinese-American Muslim military chaplain stationed there. | **Completed applications must be submitted to Earl Hall, Rm. 203.**   * The application period for the Kraft Family Fund begins on **Tuesday, January 21** and ends on **Tuesday, February 11**. * 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 the event. * Priority will be given to new initiatives***.*** Annual, recurring or previously funded events will only be considered in rare circumstances. * Only completed applications will be considered. No project will be funded retroactively.   Only after an award confirmation is received should groups begin allocating monies from the Kraft Family Fund.  *Application submission does not guarantee fund approval or space usage in Earl Hall or St. Paul’s Chapel.* |

Those applicants whose proposals have been accepted are required to:

* Admit at least one representative from the OUC who 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 [sj2170@columbia.edu](mailto:sj2170@columbia.edu). Provide hard copies to Room 203 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 sj2170@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](mailto: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 Suzanne Jung, Associate Director of Earl Hall Center, in Room 112 of Earl Hall.
* Please write **“OUC Kraft Family Fund”** on top of all your payment requests.

Reimbursable receipts; check requests; and/or vouchers must detail your expenses. Final reimbursement is not allocated until our office receives your event invitation, advertisement, and evaluations.

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

# Step 1: General Information

# *Please print. All sections must be complete before your application will be reviewed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Contact Information** | | | |
| **Group** |  | | |
| **Governing Body (SGB, SGA, ABC, etc.)** |  | | |
| **Group’s Email** |  | | |
| **Contact’s Name** |  | **Signature** |  |
| **Contact’s Email** |  | **Contact’s Phone** |  |
| **Advisor’s Name** |  | **Signature** |  |
| **Advisor’s Email** |  | **Advisor’s Phone** |  |
| **ChartString** | *A ChartString must be provided by the advisor for efficient transfer of funds.* | | |
| **Group Contact Information** | | | |
| **Group** |  | | |
| **Governing Body (SGB, SGA, ABC, etc.)** |  | | |
| **Group’s Email** |  | | |
| **Contact’s Name** |  | **Signature** |  |
| **Contact’s Email** |  | **Contact’s Phone** |  |
| **Advisor’s Name** |  | **Signature** |  |
| **Advisor’s Email** |  | **Advisor’s Phone** |  |
| **ChartString** | *A ChartString must be provided by the advisor for efficient transfer of funds.* | | |
| **Group Contact Information** | | | |
| **Group** |  | | |
| **Governing Body (SGB, SGA, ABC, etc.)** |  | | |
| **Group’s Email** |  | | |
| **Contact’s Name** |  | **Signature** |  |
| **Contact’s Email** |  | **Contact’s Phone** |  |
| **Advisor’s Name** |  | **Signature** |  |
| **Advisor’s Email** |  | **Advisor’s Phone** |  |
| **ChartString** | *A ChartString must be provided by the advisor for efficient transfer of funds.* | | |
| **Project Information** | | | |
| **Project Title** |  | | |
| **Proposed Project Date** |  | | |
| **Short Description of Project** |  | | |

Step 2: Detailed Project Description

Please provide a full description of the project’s goals and how it relates to the objectives of the Kraft Family Fund for Intercultural & Interfaith Awareness, as well as details on how each collaborating group is expected to be involved in the project, include all administrative offices, and outside funding sources. *(Please attach additional pages as necessary.)*

Step 3: Estimated Budget

**REVENUE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Funding Source**  *(e.g. fundraising, co-sponsorships, administrative offices, or outside sources)* | Amount | Status | Contact (Name, Phone, Email) |
| e.g. University Community Partnership Fund | $100 | R | Julie Brown, x3-7000, jb2005@columbia |
| **1.** | **$** |  |  |
| **2.** | **$** |  |  |
| **3.** | **$** |  |  |
| **4.** | **$** |  |  |
| **5.** | **$** |  |  |
| **Total Revenue:** | $ |  |  |

**Use key to describe status:**

|  |  |
| --- | --- |
| **Allocated =** **(A)** | (Funds already committed) |
| **Projected =** **(P)** | (Funds already committed; not yet received) |
| **Requested = (R)** | (Funds requested; not confirmed) |

**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**  **Estimate** |
| **1.** | **$** | **Actual  Estimate** |
| **2.** | **$** | **Actual  Estimate** |
| **3.** | **$** | **Actual  Estimate** |
| **4.** | **$** | **Actual  Estimate** |
| **5.** | **$** | **Actual  Estimate** |
| **6.** | **$** | **Actual  Estimate** |
| **7.** | **$** | **Actual  Estimate** |
| **8.** | **$** | **Actual  Estimate** |
| **9.** | **$** | **Actual  Estimate** |
| **10.** | **$** | **Actual  Estimate** |
| **Total Expenses:** | $ |  |
| **Total Expenses (-) Total Revenue:** | $ |  |
| **TOTAL REQUESTED from the Kraft Family Fund for Intercultural & Interfaith Awareness** | $ |  |