

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 **Spring 2010**. 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.

Priority will be given to **new initiatives** that focus upon issues of faith and spirituality by recognized student groups. All programs must take place on campus and be open to all students and members of the Columbia University community. Awards will be granted in varying amounts from administrative support (\$0) to \$2,000 with the majority of awards given between \$100 and \$500. **The deadline is NOON on Friday, December 11, 2009.**

Prior to being accepted, the applicants must meet in person with the OUC staff to discuss their proposals. Those applicants whose proposals have been accepted are required to:

- List the Office of the University Chaplain as a co-sponsor of the event on all publicity, including posters, flyers, calendars, newspaper advertisements and broadcast messages.
- Submit a flyer and invitation to the Office of the University Chaplain prior to the event.
- After the event, write a one-page essay detailing how y event(s) contributed to strengthening coherence and unity at the University.

If you have further questions, please contact Raquel Whittaker at 212.854.4194 or rjw2110@columbia.edu.

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

Step 1: General Information

Organization:
Group Account Number and Advisor's Name:
Project Title:
Proposed Project Date:
Type of Support requested (please circle one(s) that apply): <div style="text-align: center;">Administrative Financial</div>
Coordinators (s):
Local Address/Phone/E-mail of <i>each</i> contact:
School/Year:
Signature (s):

*ACCOUNT NUMBERS 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) <i>(e.g. Ticket Sales*, Fund Raising, Co-Sponsorships)</i>	Amount	Status	Contact <i>(Name, Phone, Email)</i>
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 Revenue (-) Total Expenses: (Amount you are requesting from the OUC fund)		