

# Guide to Additional Resources

## *Co-Sponsorship Opportunities to Stretch Your Group's Resources*

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### ***The Basics:***

#### **How does the funding process work for SGB groups?**

Essentially, all SGB groups are financed by the students themselves. Every year students pay a Student Life Fee which in turn gets collected and distributed to the student councils from Barnard, CCSC, ESC & GSSC. The student councils in turn create a committee known as Funding at Columbia University (F@CU) whose primary role is to decide how best to allocate the funds from the Student Life Fee to all the different governing boards (including the SGB). At the end of each academic year, the SGB puts together a budget based on all the individual group's budget packets which we subsequently submit to F@CU. F@CU will then award SGB with a budget and as soon as we receive our allocation we then redistribute our funds to all groups who submitted budget requests.

If you have any questions please feel free to contact the Chair or Treasurer; we will be more than happy to clarify any confusion!

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### **Additional Resource Ideas:**

**Reach Out to Other Student Groups** – Consult with other student organizations recognized by the University to find groups that may be interested in organizing and co-sponsoring an event with you. For a list of organizations and websites, you can go to the website of each governing board or visit <http://www.columbia.edu/cu/groups.html>.

**SGB Co-Sponsorship** – Draft a proposal outlining your event including a budget, the amount that you are requesting from SGB, a list of other groups that you've approached for funding, and the event's relationship to humanitarianism, activism, politics, and/or religion. Email [sgb@columbia.edu](mailto:sgb@columbia.edu) to arrange a presentation at the next SGB e-board meeting. Attach copies of your proposal to the email and bring copies to the meeting. For more information, please visit: <http://www.columbia.edu/cu/sgb/funding.html>

**CCSC Co-Sponsorship Fund** – Student groups planning new initiatives qualify for CCSC co-sponsorship funding. Under special circumstances, student groups may apply for co-sponsorship funding for recurring programs. Any person or group requesting co-sponsorship must adhere to the following guidelines:

1. Request for funding from CCSC must come after you have requested extra funding from your Governing Board.

2. In order to ensure that funds granted as co-sponsorship from CCSC are transferred to the appropriate account in a timely manner, please submit your co-sponsorship application at least three weeks prior to the event for which the co-sponsorship is being requested.
3. In any given week, applications guaranteed to be considered at the next CCSC Co-sponsorship Committee meeting must be submitted by Thursday night at midnight to the VP for Funding, Nuriel Moghavem, at nm2374@columbia.edu.
4. Please be prepared to present to the co-sponsorship committee between 6:00pm and 7:00pm on the Sunday evening following your submission date. Any supporting documentation, e.g. quotes, receipts, etc., should be presented at the meetings as well. The specific times will be coordinated after your complete application is received.

Find applications at <http://www.columbia.edu/cu/ccsc/finance/0910co-sponsorship-app.doc>. Completed forms and any outstanding questions should be directed to Nuriel Moghavem, VP for Funding, by e-mailing nm2374@columbia.edu.

**Engineering Student Council Co-Sponsorship** – Email [esc@columbia.edu](mailto:esc@columbia.edu) for more information.

**GSSC Co-Sponsorship** – The request must be submitted to GSSC five days before their meeting to secure a spot on the agenda. Email [gsidea@columbia.edu](mailto:gsidea@columbia.edu) to reserve a time. The email should include your group's name, the amount you're asking for, and how you intend to spend the money. Bring 15 copies of the request to the meeting and be prepared to answer questions.

**SGA Co-Sponsorship** – Review the co-sponsorship guidelines and submit a completed co-sponsorship application by the outlined deadlines. Please email [sa2422@columbia.edu](mailto:sa2422@columbia.edu) requesting a 15 minute time slot during the following preset days for the fall semester.

- Oct. 11th, 3 - 6 pm (Submit by Oct. 7th)
- Nov. 15th, 3 - 6 pm (Submit by Nov. 11th)
- Dec. 6th, 3 - 6 pm (Submit by Dec. 2nd)

Guidelines:

1. Preferences are given to events that are collaborative (involving two or more student groups).
2. Events should foster some aspect of community building & development.
3. Co-sponsorships are given to first time events of organizations.
4. SGA is not required to fund co-sponsorships according to ratio.
5. SGA can seek co-sponsorship after events have passed.

Send completed applications to Sharmin Ahmed, VP Finance ([sa2422@columbia.edu](mailto:sa2422@columbia.edu)). Please visit <http://eclipse.barnard.columbia.edu/~sga/SGAcospon.html> to locate the application, additional instructions, and guidelines. Email [sga@barnard.edu](mailto:sga@barnard.edu) for more information. Please note that SGA is permitted to co-sponsor a maximum of one event per organization per academic year.

**Diversity Initiative Grant from the OMA** – The OMA’s Diversity Initiative Grant is available to recognized student organizations to support events that foster diversity education, promote multicultural awareness, and/or create avenues for cross-cultural dialogue. The grant also supports inter-group communication and collaboration among student groups. Programs seeking support must be educational in nature. Social events are not eligible for support. Additionally, all events must be cosponsored by at least two recognized groups and the events must take place on the Morningside Campus. Proposals are due at least two weeks before the event and no later than November 20, 2009. Decisions will be made within five business days. Email [multicultural@columbia.edu](mailto:multicultural@columbia.edu) for more info or download an application at <http://www.studentaffairs.columbia.edu/multicultural/leadership/DIG>.

**The President’s and Provost’s Student Initiative Fund** – The President’s and Provost’s Student Initiative Fund is available to all recognized student organizations. The Fund provides financial support to projects which benefit the University community through first-time initiatives that foster inter-group communication, collaboration, and education programming on campus. Organizations that have received funding in the past are encouraged to apply for funding for new initiatives. The project or event may be cultural, educational, or social. Information and applications are posted on the Lerner Hall website – [www.columbia.edu/cu/lernerhall/](http://www.columbia.edu/cu/lernerhall/) - for the first two months of both semesters. The fall proposal deadline has passed (noon on Friday, October 16, 2009), but keep an eye out for the spring deadline. For more info email [lernerhall@columbia.edu](mailto:lernerhall@columbia.edu).

**Speaker’s Fund** – The Columbia Speaker’s Fund provides funds to mitigate campus support costs that can be incurred when holding lectures, forums, panels, and debates on the Morningside Campus. Grants from this fund are not for program costs like honoraria, travel, lodging, meals, etc., but specifically event support costs that include on-campus space rental, audio-visual support, custodial clean-up, furniture rental, etc. If you are a recognized student group and the primary organizer of an event, you are eligible for CSF funding. Applications must be submitted at least 15 days before the event and should include the intended audience, advertising, the venue, who is paying for the event, and who is responsible for its organization. Find the application on the Lerner website at [www.columbia.edu/cu/lernerhall/](http://www.columbia.edu/cu/lernerhall/).

**The Kraft Family Fund for Intercultural and Interfaith Awareness** – The Office of the University Chaplain is accepting proposals for the Kraft Family Fund for Intercultural and Interfaith Awareness. Projects eligible for Kraft Family Fund consideration will bring together two or more recognized Columbia University and/or Barnard College cultural and/or faith-based student groups that seek to advance intercultural and/or interfaith awareness through interaction and an open exchange of ideas. Recognized student groups interested in applying MUST schedule a brief meeting with Office of the University Chaplain staff to review their proposal before the application deadline; please contact [kraftfund@columbia.edu](mailto:kraftfund@columbia.edu). The proposal deadline has passed (noon on Friday, October 2, 2009), and proposals should have been submitted to

203 Earl Hall. For additional information on the Kraft Family Fund and a copy of the application, visit our website at <http://www.columbia.edu/cu/earl>.

**The Office of the University Chaplain Co-Sponsorship Fund** – This fund is available to undergraduate, graduate and professional students. It provides administrative and/or financial support to programs that focus on religion, spirituality, race, ethnicity, sexual identity, gender, social justice, and community service. The Office of the University Chaplain Co-Sponsorship Fund is available for first-time innovative programs, as well as recurring events. The proposal deadline has passed (noon on Friday, October 2, 2009). For more information, please contact Office of the University Chaplain, 203 Earl Hall, (212) 854-6256.

**The Gatsby Charitable Foundation Fund – CUArts** - The purpose of the Gatsby Student Arts Fund, which is managed by CUArts, is to inspire the creation of new and non-curricular student artwork and enrich students' endeavors in the arts. It is open to all student groups, but groups may only receive funding once in each fiscal year (July—June). Applications are accepted once a semester. (Deadline for Fall semester: Sept 30, 2009; Deadline for Spring semester: January 5, 2010) Please see <http://cuarts.com/gatsby/> for more information about the grants and the application process.

**Sponsorship with Other Schools** – You must receive your adviser's approval before approaching a group from another institution or inviting students from other universities to an event. Any off-campus advertising must be approved by your adviser. Additional conditions regarding security and guest lists will be determined based on the specifics of your event.

**Other ideas** – reach out to other departments, ask for corporate sponsorship (just not from cigarette or alcohol companies!)

