



MULTICULTURAL EVENTS COMMITTEE Event Funding Request

Name of organization: _____

Contact person: _____ Phone: _____

Dollar amount being requested: _____ E-mail: _____

1. Describe the purpose of the event. What is it? What will it accomplish? _____

2. List the location, date and time (be specific): _____

3. Who can attend? Will admission be charged? If so, how much? _____

4. How will the event be publicized (be specific)? _____

5. List all other community and campus groups, organizations or departments that will be involved in the event and the nature of their involvement: _____

6. What will the funding be used for? Be specific and attach a detailed budget. _____

7. List any additional sources of funding: _____

Send six (6) copies of the grant request (this form and a detailed budget) to Brian Phiher in the Student Affairs Office in Pioneer Hall. Be sure to include a phone number. You can drop them off at the Student Affairs Office between 8:00 a.m. and 4:00 p.m. Monday through Friday. Because the Multicultural Events Committee meets ad hoc as required by qualifying funding requests, these forms must be completed and submitted **at least three weeks prior to the event.**

Please note:

- We cannot fund material items such as costumes or anything that out-lasts the performance or event.
- This event must be open to the public. In-class lectures are not open to the public and so cannot be funded.