Multicultural Programming Funding Guidelines

**Purpose:**
The purpose of this funding is to allocate funds to chartered student groups who require additional financial assistance for projects that reflect the mission of the department, namely facilitating meaningful intercultural dialogue and creating opportunities to recognize, celebrate, and learn from student diversity.

**Instructions:**
Projects must meet the following criteria in order to be considered for funding.

- It is open to entire Georgia State University Community
- Conference attendees must be able to relay learned information to Georgia State campus upon return. This is to be facilitated in the Multicultural Center.
- Includes and educational component. Attendees will acquire enhanced understanding of a particular cultural phenomenon or group, challenge preconceptions or biases, engage in activities that require introspection or conversation regarding attitudes about groups to which they do not belong, or participate in service learning activities that contribute to social justice.
- All transactions, including the purchase of goods, consultants, and contracts, must follow regular university procedures and policies applicable to fee funds.
- To apply for funding, submit the Multicultural Programming Council Funding Application with any supporting documents during the application period (see details below).

**Guidelines:**
Organization must be in good standing with the University, which will be verified through the Office of the Dean of Students

Applications must be completed in their entirety and returned to Multicultural Affairs, located in Student Center East, Suite 206

An individual chartered student group may request funds up to $250.00 for a single event each semester. If an event is co-sponsored by two or more student groups, a joint request can be made for funds up to $500.00

Chartered Student Organizations must obtain the Staff/Faculty Advisor's approval signature before requests can be processed

Funds may be used to assist with the costs of a speaker/performer, event décor and materials, catering, travel etcetera. However, no more than 50% of the estimated budget may cover the cost of food and beverages

The Multicultural Center will process all on campus expenses internally (i.e. campus catering, copy corner)

Any travel/conference expenses will be paid directly to the vendor through Georgia State University Processes and must follow the University System of Georgia guidelines for per diem rates

Organization must meet with the Business Manager before incurring any program related expenses.

**In the event that University Catering cannot provide the food requested, an individual may be reimbursed with an itemized receipt from an off campus caterer**
Georgia State is a tax-exempt institution and thus should not be charged sales tax. A copy of a tax-ID certificate will be provided upon request.

**All necessary documentation to process payments for event/programs from the awarded funds from the Multicultural Programming Council is due five (5) business days after the event has occurred.**

**Fall 2015 Funding:**
Application Process Opens: September 14, 2015 – 8:30 am  
Application Process Closes: September 25, 2015 – 5:00 pm  
Notification Date: October 9, 2015  
Allocations must be incurred by December 11, 2015

**Spring 2016 Funding:**
Application Process Opens: November 2, 2015  
Application Process Closes: November 13, 2015  
Notification Date: November 23, 2015  
Allocations Must be incurred by April 29, 2016

For additional information or application assistance, please contact Christina Wan at cwan@gsu.edu or 404-413-1584. For programming and budget assistance contact, Trelley Meyers at tmurray3@gsu.edu or (404) 413-1513.