

Cross Cultural Center - Grant Request Guideline and Application Form

The Cross Cultural Center has a limited amount of funding available to support programs and events of student organizations and campus departments/programs. The center will also support leadership and academic research work of students at recognized conferences provided the student has been accepted to present at the conference. **Events and programs stressing social justice are given priority.** During the academic year, the staff of the CCC will review proposals using a rolling deadline during school year. The grant applications will be reviewed every two weeks, with priority given to the programs/events that meet the guidelines below. Once funds have been exhausted, the center will not accept new proposals until the following fiscal year.

Time Frame for Approval

The grant committee reviews applications every two weeks (with the exception of school breaks, holidays, and summer). We have set rolling deadlines every other Monday (the dates are listed below) to accommodate various needs of the campus community. **We do however require you to submit your application by the deadline at least 21 days in advance** of your proposed event/activity date to allow enough time for review and processing. Once you submit your application prior to the deadline, it will take up to two weeks before a decision can be given. If your application is missing information or we need additional items, it may take longer for a decision. Should this be necessary, you will be notified via email by the Grant Coordinator, Ilma Husain, izhusain@ucdavis.edu

Eligibility

Any current full time undergraduate student, faculty or staff member (for departmental request), or registered student organization or campus department/program can submit a grant request. Graduate students can submit a request here: <http://ccc.ucdavis.edu/gsr.html>

Source of Grant Funds

The Cross Cultural Center receives a small amount of student referendum funds approved by students through a Student Services Maintenance Fee (SSMF).

Types of Grants

The Center has 3 types of grants:

1. Leadership Funds
2. Student Organization Funds (Registered Student Organization – or RSO – funds)
3. Departmental/Program Support funds

Criteria

- The activity, event or function must clearly support and advance the mission of the Cross Cultural Center **and support the Centers goals to promote social justice.**
- The activity, event or function must be open and free to all members of the campus community. If there is a cost, it must be publicized that fee waivers are available
- The activity, event or function may not be religious or political in its nature
- The activity, event or function must take place first priority on campus, or second priority in the City of Davis, or third priority in Sacramento/Davis/Woodland metro region. Other regions will be considered if funds are available.
- If you are requesting funds through the leadership fund, the individual(s) must either present/co-present at the conference or symposium. Confirmation of acceptance is required

How much is available?

- Individual grants are limited to a maximum of **\$200.00** per person per year.
- Student organization grants are limited to a maximum of **\$500.00** per organization per year
- Campus department or program grants are limited to a maximum of **\$500.00** per department or program

What types of events or functions are eligible for a grant?

- Educational workshops, leadership conferences, research symposia, and cultural celebrations are among the many types of events or functions that are eligible for funding

What is not funded or what is not eligible for grants?

- Food
- Political campaigns or any activity related to a public office campaign
- Recruitment or outreach to students off-campus or from off-campus
- Attendance at a conference or symposium, without a confirmed acceptance of presentation
- Fundraising events where the host organization, individual or department benefits financially
- Past Events or events that take place prior to or after the allocation time period (such as during the Summer)
The allocation time period for this academic year is from September 24, 2015 to June 2, 2016

All Grant applications must include the following to be considered:

1. An itemized budget for the entire event/activity - all costs must be shown, list all possible financial co-sponsors. Sample budget is available for you to view on our website, under grant/funding section
2. The total amount requested from the Cross Cultural Center and it will be used to cover
3. A detailed description of the event/activity including the goals of the function/activity and its benefit to the UC Davis campus
4. A copy of any type of advertising you plan to utilize or have already used to market your event/function
5. Proposal should highlight the degree of advanced planning and prospect for success of the program/event/or function

Once approved for funding, here is what will be required:

- You will need to sign an agreement to support the mission of the CCC and to follow through on all post funding requirements. This must be done within **2 days** of receiving the email of approval; failure to comply with any requirements may result in loss of funding
- **Within 14 days of completion of event, original receipts will be required for items that receive CCC funds.** You will also need to complete the Grant Evaluation outcome form - a quick one page document
- Monies allocated may only be used to fund those items outlined in the original grant request
- The CCC must be listed as a co-sponsor of the program(s) or activity(ies). You can download the CCC logo from our website. If you choose to use any electronic marketing, the center must be listed as a co-sponsor. For example on your website, social media, or via email
- Advertising materials must reflect/support the mission of the Cross Cultural Center
- The CCC name & logo must be included on all PRINTED advertisement, unless an exception is given. You are required to provide two copies of all promotional materials you plan to use. Submit it with your application
- If the event is a part of a series of events, weeklong program, or a component of a larger function: the CCC logo and name may not be used to endorse the other events without prior authorization

NOTE: If a violation of these requirements occurs, the CCC reserves the right to refer individual students to Student Judicial Affairs, withhold registration for officers of a student organization or require the full refund of all allocated funds

The following are the rolling deadlines established for the 2015-2016 academic year.

Deadlines for Fall Quarter

October 5th, 19th, November 2nd, 16th, and November 30th

Deadlines for Winter Quarter

January 11th, 25th, February 8th, 22nd, and March 7th

Deadlines for Spring Quarter

April 4th, 18th, May 2nd, and 16th

Here is a helpful CHECK LIST for all applications

- Fully complete the name of the person and name of organization or department submitting request
- Title of the event, program, workshop or activity
- **Detailed** budget of your program or activity
 - Itemized list of all expenses
 - Proposed income source(s) or revenue(s)
 - Total amount requested from the CCC and list what it will cover
- A detailed description of how the event/activity will enhance the mission of the CCC and serve the interest of the campus community
- If the funding request is by a student organization or department, include your own organizational mission statement, objective, or purpose
- A list of other financial co-sponsors and collaborators on the activity/event and amount they will be financing.
Include all pending and confirmed co-sponsors