

**Iowa State University
Office of Multicultural Student Affairs
MSPAC — APPLICATION FOR FUNDING**

In order for the Multicultural Student Programming Advisory Council (MSPAC) to assist you in securing funding for your event/project and ensure its success, it is important for you to fill out this application completely. Please provide detailed and descriptive information in reference to the funding criteria.

PART I: PROJECT AND CONTACT INFORMATION

General Information

Name of Proposed Event/Project: _____

Location/Address: _____

Date: ____ / ____ / ____ Scheduled Time: ____ : ____ am/pm

Student Organization Information

Organization Name: _____

Account #: _____

Contact Person for this Proposal

Representative: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: ____ / ____ / ____

Adviser Information

Adviser's Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ Date: ____ / ____ / ____

Approval from Student Organization President

President's Name: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: ____ / ____ / ____

**Please submit completed application to omsa@iastate.edu or drop it off at the
MSA Office, 2080 Student Services Building**

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PART II: EVENT/PROJECT DESCRIPTION AND OTHER DETAILS

Describe in detail on an attached sheet the proposed event/project.

Please remember to include information about:

- The cultural nature of the event
- Collaboration with other groups, organizations, departments, etc.
- Publicity or advertising (a sample poster is helpful)
- Supplies needed for event (lists with prices and where you will get them)
- Location and any reservations that are needed
- Explain what will happen at the event in detail
- How will it impact the ISU Community
- If the event has been organized in the past, please include information on previous successes and challenges

Describe on a separate sheet how you will assess or measure the event/project's success.

Examples of ways to assess an event include:

- Sign in sheet
- Evaluations at end of event
- Follow up e-surveys

MSPAC Criteria for Funding

MSPAC Criteria for Funding are listed below. All funding decisions are based on how well an application meets these criteria.

- Be initiated by students and/or a student organization.
- Encourage collaboration and interaction between different student organizations.
- Involve different groups in the planning stages.
- Have an educational focus.
- Be aimed at increasing sensitivity and understanding across different backgrounds and reducing acts of bias and insensitivity.
- Advance multicultural issues through academic, cultural, and/or social means.
- Have a long-term continuous impact on the campus community.
- Be free to ISU students.
- Be open to the general public.

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PART III: FINANCING AND FUNDING INFORMATION

Financial Information

(Please list specific expenses, i.e. advertising, fees, equipment, etc.)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

List all the organizations/departments involved in planning, implementation, and funding of this event/project.* Please ask each supporter to sign for any funding awarded.

Init:

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Co-Sponsoring Funding	\$	

*For assistance in finding organizations to collaborate with, please contact MSPAC at omsa@iastate.edu or 515-294-6338.

List the total amount you are requesting from MSPAC:

Total Requested from MSPAC	\$
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Based on the financial information above, list the expenses in which funding from MSPAC will be used.

	\$
	\$
	\$
	\$
	\$
	\$
	\$

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