

**Iowa State University  
Office of Multicultural Student Affairs  
MSPAC FUNDING REQUESTS POLICIES AND PROCEDURES**

**About the Multicultural Student Programming Advisory Council**

The Iowa State University (ISU) Multicultural Student Programming Advisory Council (MSPAC) is an advising committee for the Office of Multicultural Student Affairs (OMSA) and funding source for student organization-initiated events that promote diversity awareness and education on campus.

As an advising committee, MSPAC will support MSA in its efforts to develop and implement programs to address the retention of ISU students of color.

As a funding source, MSPAC will support registered students organizations in their collaborative efforts to:

- Promote cultural diversity and multicultural education.
- Encourage an environment of collaboration and respect.
- Build unity through academic, social, and cultural events.

The Multicultural Student Programming Advisory Council uses the following policies and procedures to manage student organization funding requests. Student organizations and their members must adhere to these policies and procedures before the proposed project/event is considered for funding.

**Eligible Student Organizations**

Only currently registered student organizations can make funding requests to the Multicultural Student Programming Advisory Council. Student organizations that make funding requests to the advising committee may also get advice on:

- Projects and activities
- Effective resources across campus
- Fundraising efforts
- Travel information and assistance
- Selection of topics and issues
- Selection of entertainers/speakers
- Event arrangements
- Eliciting volunteers

**Funding Criteria**

The following criteria are used in evaluating student organization funding requests. Each event **must**:

- 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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### **Funding Application Process**

Student organization representatives shall use the following process to request funds:

1. **Pick up** an application from the MSA Office in 2080 Student Services Building or download it from the MSA website at <http://www.dso.iastate.edu/msa/mspac/>
2. **Complete** an application (with the help of organization advisor, if possible)
3. **Include:**
  - A list of all collaborating organizations and contact information.
  - Explain how the event meets all MSPAC criteria.
  - Expected number of guests/participants in the assessment area.
  - Any advertising materials for the event/project.
  - Other assessment tools to measure the success of the event.
  - All projected expenses in the budget.
  - Sources for matching funds. (Priority will go to groups who use collaborative funding and/or solicited funds).
4. **Submit** the application (Four [4] weeks before the scheduled event) to the MSA Office in 2080 Student Services Building or email documents to [omsa@iastate.edu](mailto:omsa@iastate.edu).
5. **Wait** to hear from MSPAC by email.
6. If proposal is accepted, **send** a representative to the *assigned* MSPAC meeting to present the proposal to the advising committee, upon request.

**Note: The advising committee cannot fund retroactive requests!**

### **Application Review Process**

The **Advising Committee** will:

1. Review each proposal to make sure MSPAC funding criteria are met.
2. Contact the organization's representative about the acceptance of the proposal.
3. Add the organization's name and event to a specific MSPAC meeting agenda.
4. Make a decision about funding the event during the assigned meeting.
5. Contact the representative via email about the decision to fund the event.
6. Reserve the right to fund \$0 to \$---/amount requested.
7. Make decisions subject to the availability of funds.

\*\*Each funded event will be assigned a MSPAC Liaison, who will attend that funded event.

### **Allocation of Funds**

**Funds can be used to:**

- Make direct payments to vendors for items/services.
- Credit organizations for bill paid out of campus accounts with appropriate receipts.
- Reimburse individuals who provide appropriate receipts.

**Funds cannot be used to:**

- Transfer money (\$) into student organization account.
- Purchase alcohol or support events that serve alcohol.
- Support student attending conferences.
- Support events that are NOT free to ISU students.
- Support events that are not initiated by students.