APPLICATION GUIDELINES
UNIVERSITY/CULTURAL FUND

Before developing your proposal and completing your application, please read this overview thoroughly to familiarize yourself with the structure and process of the University/Cultural Fund. Additionally, this overview will provide you with tips to develop a strong proposal.

The application includes the cover sheet, event proposal and budget form and can be found on the following link: https://studentaffairs.duke.edu/cma/universitycultural-funds

Purpose
The University/Cultural Fund provides student organizations with financial resources to develop programs that promote any of the following: arts, co-curricular education, health and safety, multiculturalism and diversity, university/community service, and/or cross-cultural collaboration.

The University Fund
The mission of the University Fund is to support programming that enhances the Duke student experience. The Office of the President, Office of the Provost, Trinity College, Division of Student Affairs, and Alumni Affairs established the University Fund. The University Fund now derives support from the Vice President of Student Affairs and the William and Carol Griffith Endowment.

The Cultural Fund
The mission of the Cultural Fund is to support student cultural organizations with more consistent funding for long-standing signature programs. The Office of the President established the Cultural Fund.

Eligible Student Organizations
Any student organization that meets the following qualifications:
(1) Is formally recognized or chartered by Duke University;
(2) Has an assigned fund code or account issued by the University Center for Activities and Events (UCAE) and,
(3) Primarily benefits undergraduate students.

Eligible Programs
(1) Arts: programs that promote and/or involve performance, visual, or other artistic forms.
(2) Co-curricular Education: programs which complement the classroom experience and continue to be academically-based such as lectures, symposia, workshops, and seminars.
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UNIVERSITY/CULTURAL FUND

(3) **Health and Safety:** programs that promote wellness and/or safe behaviors and lifestyles.

(4) **Multiculturalism and Diversity:** programs that engage students in the sharing of cultures via cultural and/or intercultural activities and dialogues.

(5) **University/Community Service:** programs that promote civic engagement and/or provide a needed service to the Duke or Durham community.

(6) **Cross-Cultural Collaboration:** programs that involve the collaboration of at least two student organizations that usually do not work together; to develop, implement, and evaluate such programs, particularly between domestic and international student groups.

(7) **Conferences:** the University/Cultural Fund is available for conference proposals. However, if your organization plans to host a conference on Duke’s campus, it must be open to all members of the Duke undergraduate community. In addition, your proposal must include a detailed description of how the conference will benefit the Duke community. Lastly, the University/Cultural Fund does not provide funds for students to attend conferences not held on Duke’s campus, unless Duke is a collaborator.

**Ineligible Programs**
The Review Committee will not accept applications for:

1. Events involving alcohol;
2. Exclusive programs such as retreats, general body meetings, and programs consistently held off campus;
3. Philanthropic or charitable programs for the benefit of your organization or events where fundraising is the main purpose;
4. Programs that will take place during University holidays (unless participation is open, available, and encouraged for the entire student body);
5. Individual and/or group travel for any event; and,
6. Programs held off-campus unless the event requires an off campus facility due to limited space on campus (i.e., local hotels).

**Funds Available**
The University/Cultural Fund is divided into two separate funds: the University Fund and the Cultural Fund. There are two calls for funding proposals: once in the Fall and once in the Spring of each academic year. When applying, you do not need to specify which fund. The Review Committee will make those allocations accordingly.

Since the Office of the President, Office of the Provost, Trinity College, Division of Student Affairs, and Alumni Affairs contributed to the establishment of the University and Cultural Fund, please do not approach these offices for additional funding requests if you receive an award from either of these funds.
HOW TO APPLY

I. Information Session
At least one representative of all groups requesting funding must attend the mandatory information session each semester.

II. Cover Sheet
□Each student group should only submit one cover sheet listing up to three (3) programs for which you are requesting funding. For collaborative proposals, which we strongly encourage, please be sure to list each sponsoring organization with signatures from their leadership.

Applications will not be accepted if you have NOT:
(1) Filled in your fund code
(2) Obtained your advisor’s signature
(3) Obtained signatures from the president of a collaborating organization

III. Event Proposal
The proposal should contain detailed information regarding the programs for which you are requesting funds. For EACH program for which you are requesting funding, complete the following:

(1) Program Description: Describe all aspects of the program. Is it a new or ongoing program for your organization? If a repeat program, indicate any new features or changes from the previous year
(2) Target Audience: Who is your intended audience? Approximate attendance? How do you plan to engage the audience?
(3) Event Goals: What are the specific GOALS of the program? Why is this program important to the Duke community?
(4) Publicity Plan: How do you plan to advertise/publicize your program?
(5) Funding: Why should this event be funded? How will the event serve the undergraduate students, Duke and the greater Durham community?

IV. Budget Form
Using the Budget Form, list a line-item budget of researched expenses. Take the time to obtain quotes for speakers, entertainment, catering, technical fees, airfare, ground transportation to and from campus, hotels, advertising, etc. Avoid inflating your budget. The Review Committee can tell when a budget is intentionally inflated. Please attach budgets and additional sheets, if necessary.
Budget Tips

(1) Provide detailed estimated expenses.

(2) Obtain quotes for speakers, entertainment, catering, audio/video, airfare, hotels, etc.

(3) Save on traveling and lodging expenses by searching locally (i.e., Duke and/or Triangle area for speakers, entertainment, etc.)

(4) List technical equipment as well as technical staff hours needed for your program.

Proposal Tips

(1) Indicate if a program involves collaboration with another student organization. Do not list other student organizations without having mutually discussed the collaboration. If agreed upon, obtain a signature from the collaborating student organization.

(2) Describe the frequency of your program (i.e., weekly, monthly, annually, etc).

(3) Share past experiences regarding your program if it is a traditional program (i.e., what worked well, what you would change, etc).

(4) The larger the amount of funds requested, the more detailed information should be made available. For example, please demonstrate how you arrive at food costs - the cost per person for food costs.

V. Interview

The president and/or treasurer of the student groups requesting funding should meet with the Review Committee to defend their proposal. Dates and times of the interviews will be e-mailed to student groups. If the students contacted are unavailable, please send another student representative who is familiar with the proposal.

VI. Program Evaluations

The due date of evaluations for your programs is Friday, April 22, 2016. Your organization must complete an evaluation form electronically and e-mail it to ucfundspring2016@gmail.com. The form is required for eligibility to apply for funds for the next funding cycle.

REMINDERS

When submitting your funding proposal, remember to:

(1) Be as detailed as possible with all parts of the proposal.

(2) Applications and proposals must be authored and submitted by Duke University students only.
(3) If you receive a University or Cultural Fund award, do not approach the Office of the President, Office of the Provost, Trinity College, Division of Student Affairs, and Alumni Affairs for additional funding since these offices already contributed to the University and Cultural Fund.

(4) Please contact your advisor at least three weeks prior to the application deadline, if not before. Last minute contacts result occasionally in the advisor being unavailable, etc.

(5) Inform the Review Committee if you need to postpone or cancel your program. The Review Committee will need to review and approve your request to reallocate awarded funds.

(6) Submit all forms to ucfundspring2016@gmail.com and drop off hard copies at Center for Multicultural Affairs, 0010 Bryan Center-Lower Level before or by Thursday, February 18th, 2016@5:00pm.

*Review the outline of the application before printing. Applications where the text is not complete will be marked as Incomplete and will become ineligible for review.

**QUESTIONS**

If you have any questions, call 919-684-6756 or send an e-mail to ucfundspring2016@gmail.com or stop by the Center for Multicultural Affairs, 0010 Bryan Center-Lower Level. Thank you for your interest in the University/Cultural Fund.