



LINC Funding Request Procedures

The following procedures are to assist you in completing the LINC Funding Request Proposal. Please feel free to attach additional sheets, as necessary, in order to fully describe the event(s).

- Funding is allocated only for joint efforts of **3 or more organizations** that seek to develop programs that promote intercultural and cross-cultural education.
- It is mandatory that you verify the availability of speakers, rooms, and supplies prior to submitting the proposal.
- For funding requests **less than \$500**, proposals must be received no later than **14 calendar days** prior the event.
- For funding requests **over \$500**, proposals must be received no later than **21 calendar days** prior the event.
- **No requests will be considered that are in excess of \$2000.**

The proposal must include the following items:

1. A cover page must be provided with:
 - Title of Event
 - Type of Event
 - Please indicate if the event is a brown-bag, retreat, lecture, symposium, conference, or interactive educational program.
 - **No other initiatives will be considered.**
 - Date of Event
 - The date of the event **must be approved** by the Office of Student Life Programs and the Office of Intercultural Development to ensure that it does not conflict with any other major college activity.
 - Approval is based on consulting the college web calendar and contacting the Events Scheduling Office for major conflicts.
 - Location of Event
 - The location of the event must be tentatively reserved with the Events Scheduling Office (x5077, reserve@lafayette.edu).
2. A 100 to 250 word summary of the event **must be provided**. Included in this overview will be the organizations' evaluation of ways in which the event will help to foster a greater awareness of multiculturalism, help create meaningful dialogue, and promote intercultural and cross-cultural exchange throughout the campus community.
3. A detailed budget must be provided that includes estimates for **all services** necessary for the event.

- Invoices with actual estimates from all vendors (i.e. food delivery services, decorations, speakers, supplies, etc.) **must be provided**. If estimates cannot be furnished, then a previous estimate of a similar request may be provided.
 - All co-sponsoring organizations **must contribute** a portion of the funding for the event. Funds must be committed prior to submitting the proposal. Organizations may not request an amount from LINC with the plan of **“making up the difference”**. Be sure to include the dollar amount of the organizations' contributions. The LINC Leadership Council will view greater sources of co-sponsorship favorably. Where applicable, outside groups and/or companies may contribute financial support for the event.
4. A marketing plan for the event **must be provided**.
 - Included in this marketing strategy will be all publicity efforts (i.e. flyers, banners, newspaper advertisements).
 - Organizations may also include professors who have committed to making attendance mandatory for their students and, any and all other creative approaches toward increasing attendance.
 - The marketing strategies must have specific dates of completion (e.g. If the event will occur on November 25, the flyers will be distributed on November 11, banner will be hung November 18, etc.)
 5. Proposed contracts **must be provided** for any speakers.
 - Contracts are typically obtained through the speaker’s management company. If the speaker has no management, then contracts can be drafted through the Office of Intercultural Development and further reviewed by the Director of Student Life Programs.
 - Letters of confirmation for on-campus speakers are sufficient.
 - **Under no circumstances can students negotiate contracts.**
 6. A program evaluation form **must be completed** following the event.
 - An evaluation form can be obtained from the Office prior to the program. The results of the program evaluation form must be submitted to the Intercultural Development Coordinator no later than 7 days following the event.
 - **Please be aware that failure to submit the evaluation will compromise any future proposal approvals.**
 7. Thank you notes **must be sent** from the organizations to individuals who committed physical or financial support to the event. Please be sure to include Lafayette College employees/departments who assisted with the set-up, clean up, or any other “behind the scenes” contributions.
 8. The proposal **must be reviewed and signed** by the organizations’ advisors.
 9. Submitted proposals will be reviewed in their entirety by the Leadership Council and the Office of Intercultural Development.