

Graduate Rackham International – Cultural Event Sponsorship Package

Description of award

GRIN (Graduate Rackham International) is a Rackham-sponsored, student-run organization, whose goal is to create a diverse and inclusive community at UM by providing graduate international and domestic students who identify as multi-ethnic/racial/cultural with the tools to grow professionally and personally. This sponsorship package is targeted at student-run organizations/groups planning to host cultural activities on campus. Student run organizations planning events to showcase global culture and heritage during Fall 2017/Winter 2018 can apply by completing the application below and emailing the completed funding applications (in PDF format) to the GRIN board at grin.contact@umich.edu. Questions about funding should also be directed towards the board at the same email address. Awards of up to \$200 can be awarded per event.

Eligibility and guidelines

1. The organization must be an active voluntary students organization and must be registered with the Center for Campus Involvement.
2. The organization must submit a well-written proposal form (find the form below) and should include a detailed budget. The proposed event activity must directly relate to mission of the organization.
3. The proposed event should be open to all graduate students. If admission is restricted to a certain group of graduate students, this restriction should be properly explained.
4. The organization should represent a community of students from a range of nationalities and/or ethnic/racial/cultural backgrounds within the University.

The following are examples of events likely to receive sponsorship:

- Event celebrating a country's traditional festival
- Event showcasing different cultures through displays, food, etc.
- Event aimed to recruit international students or to increase international student involvement within an organization in which international students are underrepresented

The following are examples of event **not** likely to receive sponsorship:

- A social event which has little or no connotations of culture
- A professional development event

Selection criteria

- Clarity of the cultural aspect of the organization's proposed event
- Coherence of the proposed budget, and how the organization plans to proceed with the event in the absence of funding from GRIN

Preference will be given to organizations considering their heritage and involvement in previous academic years. Other factors including the estimated number of participants, participant's' fee, and the diversity of audience in the past events, will also be taken into account.

Graduate Rackham International – Cultural Event Sponsorship Application

Applicant information

Organization Name:

SOAS Grant Number:

Registered with CCI? Yes No

Primary Contact Name:

Title:

Email:

Phone Number:

Secondary Contact Name:

Title:

Email:

Phone Number:

Describe the overall purpose/mission of your organization. How does your organization align with GRIN in its mission (see Overview section for description of GRIN's mission)

Number of Active Student Members:

Number of Graduate Student Members:

Event information

Event name:

Event date(s):

Event location:

Amount requested:

What is your yearly budget and how much have you set aside for the proposed event? **Please attach a detailed budget/anticipated budget at the end of this application (see sample below).**

1. Briefly describe this event. What is its overall purpose?
2. Describe the cultural aspect of this event.
3. Is this event open to all graduate student? If not, explain whom it is open to and the reason for the restriction.

4. Are you charging for admission? If yes, how much and what percentage of the total event budget do you anticipate it covering?

5. How many participants do you expect? What % of those participants do you expect to be graduate students?

6. Is this the first time your organization is hosting this event? If not, briefly describe this event's success in prior years (in terms of attendance, feedback received, etc.)

7. In the absence of GRIN's sponsorship, how do you intend on securing the requested amount?

8. How do you intend on advertising, in particular to graduate students?

9. Additional information

Please note that if selected for sponsorship, the GRIN name and logo will be expected to appear in all advertising material (flier, pamphlet, etc.). GRIN's sponsorship should be properly acknowledged by recipients. Failure to do so will jeopardize the organization's chances of receiving sponsorship in future applications.

Sample Event Budget

The table below shows the format of the table expected. Please be as thorough as possible in your budget preparation.

Item	Cost	Is this an item you would use this funding for? (Y/N)
Flyers/posters	\$\$\$	N
Food (JG catering for 40 people)	\$\$\$	Y
External speaker	\$\$\$	N
Room rental	\$\$\$	N
Office supplies (list them)	\$\$\$	N
...		
...		