

## APPLICATION FOR THE PRESIDENT'S AND PROVOST'S STUDENT EVENT FUND

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*The President's and Provost's (P&P) Student Event Fund is available to all recognized Columbia University student organizations. The Fund provides financial support to events which benefit the University community through collaboration and creative programming on campus.*

*Each semester the committee is charged with awarding funds to those applications that best meet the goals of the P&P Fund. The fund is administered by the Office of the Executive Director of Columbia University Event Management. The committee members include designated representatives from the governing boards of the university student community. The deadline is final and will not be extended. All decisions are final. There is no appeal process.*

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### **Rules and Procedures**

**Please answer all the questions on the application. Incomplete applications will not be processed. Applications and backup documentation must be submitted to [studentevents@columbia.edu](mailto:studentevents@columbia.edu) on or before **December 16, 2022 by 3:00 p.m.****

1. For your event to be eligible it must:
  - a. occur during the eligibility period;
  - b. be organized and hosted by a recognized student group(s) in good standing with the University;
  - c. be held on campus (Morningside or Health Sciences);
  - d. be advertised and open to the University community; and
  - e. be artistic, cultural, educational, or social.
2. Your group advisor must review your application and approve your account number. Applications without advisor signature will be disqualified.
3. Please use the template to provide a summary detailing expenses and revenue (if applicable) related to your event.
  - ❖ Include receipts, written quotes (email quotes ok), purchase orders, proforma invoices, E-Forms, or written documentation to support your figures.

### **Important Information**

1. Barnard, College of Physicians and Surgeons, and Teachers College group winners that do not have university issued account numbers will be issued a check made payable and mailed directly to their respective Student Activities Office
2. Multiple funding sources strengthen your application. Reach out to other groups and resources for co-sponsorship or plan fundraising activities. Do not rely on P&P allocation to fund your entire event.
3. P&P funds may only be applied to the eligible expenses described in the application for the specific event
4. All winners will be notified by email of the documentation needed before the transfer of funds. A follow-up meeting to discuss your event and eligible expenditures is required.
5. Receipts (such as paid invoices) must be provided during the follow-up process. Any unused award money will be transferred back to the P&P account.

<b>P&amp;P AWARDS MAY NOT BE USED FOR:</b>	<b>P&amp;P AWARDS MAY BE USED FOR:</b>
University sponsored events or programs	Food or Catering Costs
Honoraria/Speaker fees or payments/Artists fees or payments/tips	Promotional items specific to funded event such as t-shirts, hats, etc. (items subject to approval by committee)
Monetary prizes	Room costs/Table, chair, linen, rentals
Travel expenses	Audio Visual costs (including personnel & equipment rental)
Alcoholic beverages	Facilities Costs
Publications (new or recurring)/ Subscriptions (periodicals or memberships for group)	Advertising expenses/ Website support (including webmaster)
Equipment purchase	Security fees
Limited invitation events	Non-alcoholic beverages
Recurring group meetings	Decorations/ Uniform for event organizers (t-shirts, hats, etc.)
Events that are not open to the University community	All items are subject to review and approval by committee

## ***General Information***

☐ Undergraduate

☐ Graduate

Student Governing Board

Name of School \_\_\_\_\_ Name of Organization \_\_\_\_\_

Event Title \_\_\_\_\_ Proposed Event Date \_\_\_\_\_ Location \_\_\_\_\_

President's name \_\_\_\_\_ Email address \_\_\_\_\_

Requested Amount \_\_\_\_\_ Total # Membership \_\_\_\_\_ Total Expected Attendees \_\_\_\_\_

Contact Name Email \_\_\_\_\_ Phone # \_\_\_\_\_

Organization Account Number \_\_\_\_\_

Advisor's Name \_\_\_\_\_ Email \_\_\_\_\_ Phone # \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Notes or comments to committee from Advisor

\_\_\_\_\_  
\_\_\_\_\_

## ***Please Answer the Following Questions***

1. Briefly describe your group, its mission, and goals for the year.

\_\_\_\_\_

2. List CU schools represented in your membership.

\_\_\_\_\_

3. Briefly describe the project and or event.

\_\_\_\_\_

4. What do you hope to accomplish with this event?

\_\_\_\_\_

5. Please indicate if the event has occurred before or if it is a new initiative. If it is not a new initiative, then please explain why this event is different from previous years.

\_\_\_\_\_

6. How does your event project benefit the University community?

\_\_\_\_\_

7. Who is your target audience? How do you plan to advertise and market this event too your audience? Why is this advertising method appropriate for your event?

\_\_\_\_\_

8. Describe efforts made to attract other sources of funding in addition to P&P.

9. List your event organizers and the positions they hold within your organization.

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***P&P Financial Summary of Expenses and Revenue***

Description of Product, Fee, or Service	Vendor	Is Receipt or Quote Attach (Y or N)	Expenses (Amount or Estimate of Expenditure)	Revenue (Donation, Contribution Estimate)
TOTAL:			\$	\$

**Total Expenditures** \$\_\_\_\_\_

**Less Total Revenue** \$\_\_\_\_\_

**Balance** \$\_\_\_\_\_

**Amount requested from P&P** \$\_\_\_\_\_

If different from balance

Please provide an explanation

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***Additional Information***

*Please fill out this form in its entirety, include your expense spreadsheet, and e-mail the completed application to [studentevents@columbia.edu](mailto:studentevents@columbia.edu); incomplete forms will not be processed. Many thanks.*

Date application submitted: \_\_\_\_\_