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

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.

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 on or before May 3, 2024 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.

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

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

_P&P Financial Summary of Expenses and Revenue_

<table>
<thead>
<tr>
<th>Description of Product, Fee, or Service</th>
<th>Vendor</th>
<th>Is Receipt or Quote Attach (Y or N)</th>
<th>Expenses (Amount or Estimate of Expenditure)</th>
<th>Revenue (Donation, Contribution Estimate)</th>
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TOTAL: $ ____________________________  $ ____________________________

Total Expenditures  $ ______

Less Total Revenue  $ ______

Balance  $ ______

Amount requested from P&P  $ ______
If different from balance
Please provide an explanation

__________________________________________________________________________

_Additional Information_

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

Date application submitted: ________________________________