

Center for Identity, Inclusion and Social Change Allocation Fund Request Proposal Instructions

- 1) Organization members are responsible for reviewing proposal guide lines and application and policy manual and evaluations on OrgSync.depaul.edu.
- 2) Submit completed proposal application with all supporting documentation to: you're Organizational Advisor for their approval and Advisor then forward approved application to Marqueece Holifield via orgsync. Proposals that are changed after they are submitted may only be accepted upon the discretion of the allocation board, and before 9am the date of the proposal hearing. Proposals must be received by 5:00 p.m. via the proposal due date with the following:
- 3) A concise description of the proposed activity. b) A statement of how the proposed activity is consistent with the goals of the Center. c) A detailed budget summary form and publicity plan; the budget should detail the expense budget for the entire event; provide 2 quotes per expense (please use the quote template) and all sources of expected revenue.
- 4) Itemized total disclosure of all potential sources of funding applied for, including individuals, inter-departments and external organizations. Proposals must be submitted three weeks before an event.
- 5) When completed proposal applications are received by **5:00 p.m. on deadline date, student organization will be assigned 5 minutes to present for single requests and 10 minutes to present proposals for multiple requests to the Cultural Student Organizations Allocation Fund Board. Failure of an organization to attend its specific hearing time shall result in automatic forfeiture of its eligibility for funding.**
- 6) For lectures or presentations: contracts for speakers/presenters, Bio for speaker/presenter. Note: Students cannot negotiate contracts. Only full time employee can sign and negotiate contracts. The Office of Student Involvement is responsible for negotiating and signing contracts. **On funds that are awarded that require contracts will now be processed 4 weeks in advance of date needed and must be submitted to Marqueece via orgsync using the contract form.**
- 7) **For food requests:** Cultural Student organizations must plan in advance – advertising and marketing strategies should include an RSVP list so that organizations can have an idea of the amount of food to order according to the number of confirmed attendees. Organizations must continue to provide 2 (two) copies of food bids with proposals for food requests over \$300.00. (Unless it Chartwells). Approved funding for food requests will be paid directly to Chartwells on your behalf. **If you are ordering outside food that cost over \$250.00 you must give Chartwells a 30 day notice to order.**
- 8) The maximum dollar amount that can be requested per proposal request cannot exceed **\$3,000.00.**

- 9) All student organizations that receive funding are required to complete program evaluation forms via orgsync. The event evaluation must be completed **two weeks after completion of program.**
- 10) If an organization hires a DJ, speaker, etc. a contract **MUST be submitted 30 days prior to the event date to Marqueece using the contract form via orgsync.** Failure to do so will result in dismissal of the proposal.
- 11) **Reimbursements and original receipts MUST be submitted within 30 days of purchasing to Marqueece. Please submit request via Orgsync using the payment processing form.**
- 12) **For retreats/conferences** the maximum dollar amount that can be requested is **\$1,500.00 (once a year only).** Organizations can also apply for a conference at discretionary hearings. Applications must be submitted by funding deadlines, however, organizations will not have to present proposals at funding meetings. All pertinent information must be submitted with proposal application: Students names, Student I.D numbers, students must be full time undergraduates and currently enrolled at DePaul University, year in school, proof and place of event, an agenda/outline of activities for conference/retreats. Specific quotations pertaining to your request (for example, if you are asking for airfare, attach airfare quote, if it is for registration, attach registration quote, etc.)
- 13) Cultural student organization treasurers must make an appointment with Marqueece Holifield at the Center for Identity, Inclusion & Social Change **within 5 days of being awarded funding to pay for all expenses.**
- 14) Organizations that receive funding for conferences and convention attendance must complete conference evaluation form via orgsync two weeks after attending the conference or convention.
- 15) Organizations that are funded by the Center for Identity, Inclusion and Social Change Allocation Fund **must include the Center for Identity, Inclusion & Social Change Allocation Fund as a co-sponsor on all advertising materials. A copy of advertising material must be submitted to the Center for Identity, Inclusion and Social Change before the event.**
- 16) **Effective Fall 2016: Cultural Student organizations that receive funding must:**
 - **Attend all three leadership circle workshops**
 - **Send at least (1) representative to Festival of Lights Planning meeting**
 - **Participate, Plan & attend Festival of Lights event**
 - **Fall Quarter: Attend (2) CIP events or attend Delores Huerta Breakfast**
 - **Winter Quarter Attend (2) CIP events or attend MLK Breakfast**
 - **Student Organizations are required to collaborate on programming with each other at least twice during the academic year.**

- Will sponsor at least (1) Study Jam with OMSS per quarter.

17) Failure to not successfully completing all requirements stated above can result in not receiving future funding.

Allocation Fund Hearing Dates:

2:00pm - 4:00pm

Center for Identity, Inclusion & Social Change

Romero Room, Suite 105

Friday, September 30, 2016

Friday, January 13, 2017

Friday, March 3, 2017

Friday, April 21, 2017

Allocation Fund Proposal Deadlines Dates:

Proposals are due by 5pm via orgsync

Friday, September 23, 2016

Friday, January 6, 2017

Friday, February 24, 2017

Friday, April 14, 2017

Allocation Fund Discretionary Hearings Dates:

Friday, October 21, 2016

Friday, February 3, 2017

Friday, March 17, 2017

Friday, May 5, 2017

Discretionary Hearings Proposal Deadlines:

Proposals are due by 5pm via orgsync

Friday, October 14, 2016

Friday, January 27, 2017

Friday, March 10, 2017

Friday, April 28, 2017