Center for Intercultural Programs Allocation Fund Request Proposal Instructions:

1. This funding is for all Center for Intercultural Programs approved cultural student organization and is not a part of the SAF-B Process.
2. Student organizations must submit proposals by 5pm on Proposal due dates.
3. If a proposal does not meet stated criteria for funding or is incomplete, it will be returned for more information or declined via orgsync.
4. The maximum dollar amount that can be requested per proposal request cannot exceed $3,000.00.
5. For food requests: Organizations must continue to provide 2 (two) copies of food bids with proposals for food requests over $300.00. Food requests will not be granted for more than $1,500.00 per request. Approved funding for food requests will be paid directly to Chartwells on your behalf.
6. For retreats/conferences the maximum dollar amount that can be requested is up to $1,500.00 (once a year).
7. Approval letters are sent to organizations, appropriate board representative and Adviser (if available) via orgsync.
8. Funds are transferred to the organization’s University account for programs, conferences, retreats and events.
9. If there are surplus funds following an event, cancellation, conference or retreat the Allocations Board Chair must be notified. A written notification must be received within five business days after the event. Information should include: the amount of funds leftover, the reason for the surplus, date the surplus funds will be returned to the Culturally Student Organizations Allocation Fund.

The Cultural Student Organizations Allocation Fund will not fund the following:

a) Programs that generate academic credit for those students who participate.
b) Unregistered groups – non DePaul student organizations.
c) Financial support for political programs, parties, individual candidates, or direct lobbying efforts.
d) Purchase of alcohol.
e) Payment of elected or appointed student leaders.
f) Purchase of costumes, T-Shirts and similar paraphernalia.
g) Payment of expenses incurred while attending an outside conference.
h) Presents or gifts.
i) Programs that support war issues.

13. Organizations that receive funding for conferences and convention attendance must complete program assessment with budget evaluation two weeks after completion to the Center for Intercultural Programs.
14. Organizations conference/conventions attendees will be required to create and implement a presentation to your organization three weeks after attending conference/conventions using information gained from workshop sessions/keynote speaker events.
15. Organizations will be required to submit presentation materials (including PowerPoint slides, handouts, presentation evaluations, etc.) that will be shared with your organization.
during your presentation at least one day before your presentation via email to the Center for Intercultural Programs.

16. Organizations will be required to submit original presentation evaluations along with a summary of the results within one week after completing the presentation for your organization. (Note: for conferences/conventions occurring during break periods, your organization will be expected to complete these requirements during or before the 3rd week of the following quarter). (NOTE: This must be forwarded to the Center for Intercultural Programs as stated above).

17. **Failure for not successfully completing all requirements stated above can result in not receiving future funding for conferences and conventions.**

18. Organizations that are funded by the Center for Intercultural Programs Allocation Fund must include the Center for Intercultural Programs Allocation Fund as a co-sponsor on all advertising materials. A copy of advertising material must be submitted to the Center for Intercultural Programs before the event.

19. When completed proposal applications are received by 5:00 p.m. on deadline date, student organizations will be assigned 5 minute presentation time 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.

**Allocation Fund Hearing Dates:**

2:00pm - 4:00pm  
*Center for Intercultural Programs*  
*Romero Room, Suite 105*

Friday, September 26, 2014

Friday, January 16, 2015

Friday, March 20, 2015

Friday, May 15, 2015

**Allocation Fund Proposal Deadlines Dates:**

*Proposals are due by 5pm via orgsync*

Friday, September 19, 2014

Friday, January 9, 2015

Friday, March 13, 2015

Friday, May 8, 2015