

Intercultural Programming Funding Board

What is the IPFB?

The Intercultural Program Funding Board (IPFB) seeks to foster collaborations across and within groups organized along the lines of culture, gender, race, sexual orientation and other collective identities. The essential requirement of projects funded by the IPFB is that they advance intra- and inter-group respect and that they contribute to cultivating a campus climate that is affirming to all. This funding board will focus on student initiatives which are intercultural from the first stages of project design through implementation and post event reflection activities.

The IPFB will provide funding support for initiatives of individuals, organizations and clubs that create events on or off campus which increase student interaction across group identities so to further cultivate their capacity for intercultural and inter-group collaboration.

The IPFB committee represents a cross-section of the institution and will express a preference for proposals that are aligned with institutional strategic priorities (see criteria listed below).

Purpose

The purpose of the Intercultural Programming Funding Board (IPFB) is to promote a healthy campus climate for diversity by supporting programming and learning opportunities among student organizations and individuals in ways that:

- Facilitate student interaction across and within group identities based on ability, class, culture, ethnicity, faith, gender, race, or sexual orientation; and/or
- Advance awareness and understanding of issues of social justice or other multicultural themes.

Guidelines

- Applications must be received at least 4 weeks before the scheduled program.
- At least one representative must attend the IPFB meeting to present the proposal to the board and to receive feedback.
- The maximum award is \$2000.
- Funding allocations require a 40% match (i.e. if you request \$1000, you must demonstrate other sources of funding totaling \$400).
- Funds may not be used for prizes or charitable donations.
- Funds can be used for clothing considered integral to the program. Participants should not be charged for the clothing.
- Funded events must acknowledge the support of the IPFB.
- IPFB funding is available to students, organizations and clubs

Criteria

- Priority given to programs that demonstrate the following:
 - A commitment to integrated learning
 - Authentic collaboration from the idea-generating stage of project design
 - Adequate planning and preparation
 - Evidence of institutional impact
 - Legible, complete submission materials, including a detailed budget (sample template attached)
- Programs must be alcohol free

2007-2008 IPFB Meeting Schedule

Date	Location	Date	Location
December 6, 2007	GSC 230	March 6, 2008	GSC 304
December 20, 2007	GSC 304	April 3, 2008	GSC 304
January 17, 2008	GSC 304	April 17, 2008	GSC 304
February 7, 2008	GSC 304	May 1, 2008	GSC 304
February 21, 2008	GSC 304		

Intercultural Programming Funding Board Continued

Process:

- ✓ Develop an idea for a collaborative intercultural programming opportunity
- ✓ Explore opportunities to collaborate with other campus organizations, offices, or departments
 - Collaboration should occur at the idea-generating phase
 - Collaboration should include support above and beyond co-sponsorship or funding donations
- ✓ Get the idea approved by your club or organization, advisor, and/or department
- ✓ Complete the IPFB applications materials
 - Application materials must be legible
 - Application must include a current, detailed budget (see sample)
 - Application must include appropriate advisor signatures
- ✓ Make 10 copies of your application and submit it to Shoshannah McKinney (mckinneys1@xavier.edu or in the Romero International Center GSC 230). Applications are due no later than **4 weeks prior** to the event.
- ✓ Select a representative to attend an IPFB meeting to present your proposal
 - Meetings occur the first and third Thursday of each month at 2:00 p.m. See schedule above for details.
 - No more than two members of your group should attend the meeting to present the proposal.
 - Bring supporting documents and/or application updates, including changes to the proposed budget.
 - Limit your presentation to 5 minutes.
 - Be prepared to respond to follow-up questions from the funding board.
- ✓ Expect to receive notice of the funding decision within 10 business days of the IPFB meeting. Decision notices will be sent via email to the address listed on the application.
- ✓ Plan, coordinate and execute the event. The sponsoring organization(s) assumes all responsibility for the planning and execution of the event, including but not limited to the following:
 - Facility reservations
 - Event management
 - Security (as needed)
 - Publicity
 - Financial management
 - Certificate of insurance (if applicable)
- ✓ Submit an IPFB event evaluation to Shoshannah McKinney (mckinneys1@xavier.edu or in the Romero International Center GSC 230) within 2 weeks of completing the program.
 - Note: Failure to submit the completed evaluation within the 2 week timeframe may limit eligibility for future IPFB funding.
 - Note: Please incorporate the attached participant evaluation into your group's evaluation.
- ✓ Execute follow-up events as outlined in application materials or suggested by the funding board.

Submit 10 copies of this agreement to Shoshannah McKinney in the Romero International Center (GSC 230) or email to mckinneys1@xavier.edu. Applications are due no later than 4 weeks prior to the event. Attach additional pages as necessary.

Intercultural Programming Funding Co-Sponsorship Agreement

EVENT INFORMATION

Event Title:	Date:	
Location:	Start Time:	End Time:
Sponsoring Group(s):	Fund/org #:	Total Org Budget:
Contact Name:	Email:	Phone:
Advisor Name:	Email:	Phone:
Admission Charge: <input type="checkbox"/> No <input type="checkbox"/> Yes: (list amount per)	Expected Attendance:	
Audience Type (check all that apply): <input type="checkbox"/> XU Students <input type="checkbox"/> XU Faculty/Staff <input type="checkbox"/> XU External Community		
Event Description:		

CONTRIBUTIONS/SPONSORSHIPS

Contributing Group/Funding Board	Amount Requested	Date Presented (if applicable)	Status (i.e. Approved, Pending, Denied)	Amount Approved
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
Contribution of your Organization	\$			\$
Total Funds Contributed	\$			\$

If money/profit collected, where/how will you direct these funds?

**Note: Review the Weekenders packet to see if your program qualifies for additional funding from Weekenders.*

EXPECTED NEED

Total Estimated Program Costs	\$
Less Contributions	\$
Less Requested Funds from IPFB*	\$
Total Need	\$

**Note: IPFB Maximum contribution is \$2000, and 60 % of total budget.*

EVENT DETAILS

Name of Administrator/Advisor Present for Program:	
Role at Xavier:	
Contact Email:	Contact Phone:
Publicity Efforts (check all that apply): <input type="checkbox"/> Flyers <input type="checkbox"/> Posters <input type="checkbox"/> Portal <input type="checkbox"/> Newswire <input type="checkbox"/> Facebook <input type="checkbox"/> Table	

REQUIRED SIGNATURES

Person Completing this form:	Date:
Advisor:	Date:

Office Use Only:

Date Received:

Initials:

Intercultural Programming Funding Co-Sponsorship Agreement

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Respond the following in detail. Please type and attach additional pages as necessary.

I. PROGRAM BUDGET BREAKDOWN

Attach a detailed program budget to this application. See attached template.

II. MARKETING AND PUBLICITY

How will information gained from this program be made available to students, faculty/staff, and the Xavier community (as appropriate)?

III. EVENT DETAILS

Describe the event in detail, including its purpose. Attach a proposed program agenda, including the name of speaker(s) and performer(s), program activities (i.e. lecture, performance, discussion), date, time and location.

IV. RELEVANCE TO IPFB PURPOSE AND LEARNING OUTCOMES

A. Explain how the program will work to facilitate student interactions across group identities based on ability, class, culture, ethnicity, faith, gender, race, or sexual orientation and/or advances awareness and understanding of issues of social justice and other multicultural themes.

B. List your intended learning outcomes. (What do you hope program participants will gain from the event?)

V. COLLABORATION

Describe the respective roles of the program/event co-sponsors.

Submit this completed form within two weeks the event's conclusion to Shoshannah McKinney in the Romero International Center (GSC 230) or email to mckinneys1@xavier.edu. Attach additional pages as necessary.

Intercultural Programming Funding Event Evaluation

EVENT INFORMATION

Event Title:	Date:	
Sponsoring Group(s):		
Contact Name:	Email:	Phone:

CONTRIBUTIONS/SPONSORSHIPS

Contributing Group/Funding Board	Amount
	\$
	\$
	\$
	\$
	\$
IPFB Contribution	\$
Total Funds Contributed	\$

If profit was collected, where/how were the funds directed?

EVENT COSTS

Item/Cost	\$
	\$
	\$
	\$
	\$
Total Cost	\$

EVENT DETAILS

Event Description:

Audience Type (check all that apply): XU Students XU Faculty/Staff XU External Community

Appromixate Attendance: _____ **Admission Charge:** _____

Rate the Program Using the Scale Below:
5=excellent 4=above average 3=average 2=below average 1=poor

Why did you rank the program in this way?

Program Highlights:

Program Challenges:

Possible Spin-off Programs:

Do you recommend this program for a future event? Yes No
If yes, please include relevant contact names and phone numbers

Describe the publicity efforts, including dates and form of publicity. Attach copies of flyers for IPFB files.

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PROGRAM OUTCOMES

List your intended program outcomes and rate according to the scale below:

5=Extreme/High Success 4=Above Average Success 3=Average Success 2=Below Average Success 1=Poor/Low Success

Outcome #1:

Success Rating:

Explanation of Rating:

Outcome #2:

Success Rating:

Explanation of Rating:

Outcome #3:

Success Rating:

Explanation of Rating:

Rate the program's ability to facilitate interaction across group identities based on culture, ethnicity, race, ability, faith, gender, class, or sexual orientation (circle one):

5=excellent 4=above average 3=average 2=below average 1=poor

Explanation of Rating:

Rate the program's ability to advance awareness and understanding of issues of social justice or other multicultural themes (circle one):

5=excellent 4=above average 3=average 2=below average 1=poor

Explanation of Rating:

FOLLOW UP PROGRAMMING

Describe in detail any planned programming follow-up yet to be implemented:

Office Use Only:

Date Received:

Initials: