

## World Cultures Grant Proposals

The World Cultures Program is pleased to announce an opportunity for you to promote multicultural appreciation and understanding on our campus through the WORLD CULTURES GRANT PROGRAM. With the assistance of grant funds, the World Cultures Committee hopes that members of the City College faculty and staff will make creative attempts to include multi-cultural units in their course curriculum, bring guest speakers into the classroom, purchase books and audio-visual materials for our Multicultural Resource Center, take students to performances or bring multicultural lectures/performances to our campus.

Return completed World Cultures Grant application to the World Cultures Program mailbox, or to Julie Kitterman, our Office Assistant, in A-2. As you prepare your application please make sure your grant meets the recommended guidelines for World Cultures Program funding. All grant applications will be evaluated by the World Cultures Committee each semester. All applicants are invited to attend to present their ideas directly to the Committee. All applicants will be notified of the committee's decision within 48 hours of that meeting.

If you have questions regarding your proposal, please contact one of us:

Co-Director: Karen Lim      Phone: (619)388-3084  
Email: klim@sdccd.edu

Co-Director: Elizabeth Meehan      Phone: (619) 388-3509  
Email: emeehan@sdccd.edu

Office Assistant: Julie Kitterman  
World Cultures Office: A-2  
(619) 388-3552      Email: jkitterm@sdccd.edu

**DEADLINE FOR GRANT SUBMISSIONS: September 23, 2008**

## CRITERIA, STIPULATIONS AND GUIDELINES

- A) Programs funded must be cultural in nature addressing ethnic diversity, cultural exposure, global interdependence, new or classic art forms or domestic or international cultural expression.
- B) Outreach to the campus by sponsorship of on-campus events is encouraged (including in-class presentations).
- C) Programs requiring performance contracts must be reviewed and approved by the World Cultures Program Co-Chair or Committee and signed by the appropriate college designee or the Vice President of Student Affairs before funds are awarded.
- D) The faculty or staff member requesting funds assumes responsibility for providing cost breakdowns, receipts or other justification needed to process funds at least two weeks prior to the performance/event.
- E) The World Cultures Committee reserves the right to make strong recommendations to strengthen proposals.
- F) All promotional materials used in funded projects must be reviewed and approved by a World Cultures Program Co-Chair prior to duplication and distribution and must disclose sponsorship in a prominent location on the material or piece.
- G) The World Cultures Program operates as a not-for-profit program. Any for-profit activities associated with events receiving funding from the World Cultures Program, either as a sponsor or co-sponsor, must be reviewed and approved by a World Cultures Program Co-Chair in advance of the event.
- H) Program participants must complete and return an event evaluation report for each program, event or function. In order to increase your chance for future funding, a one page report on the event will be required within three weeks after the event has concluded. Information to include would be: a brief description of its success and impact on the college, number of attendees, audience responses, etc. Please turn in the report to the World Cultures Program Office located in A-2, across from the campus mailroom (See attached form).
- I) As the World Cultures Committee meets on an as needed basis, all applications for grant request must be submitted at least two weeks in advance of the event.

- J) The World Cultures Program recognizes its responsibility as a funding source for faculty proposals meeting the mandated criteria. However, grant funding does not necessarily include World Cultures Staff support . Please assume that you will have the sole responsibility for events from start to finish. The World Cultures Program Event Coordinator will handle all funding related paperwork, and will assist with other duties based on availability.
  
- K) Funding limits for in-class events are: \$50 for consumable purchases; \$100-250 for a guest speaker in a classroom. Funding will not permit for food purchases.
  
- L) Once grant funds are awarded the activity or purchase must be completed within the current semester. If purchases or events are not completed, grant recipients must reapply for funds the following semester. Approval for re-application is not guaranteed.

## World Cultures Grant Proposal

DEADLINE: Sept. 23

Please submit at least 2 weeks in advance of the event for Committee review.  
Use an extra sheet if necessary. Keep a copy of this application for your records.

Current Semester: \_\_\_\_\_ Date of Proposed Event: \_\_\_\_\_

Funding Amount Requested: \_\_\_\_\_

Individual /Organization Requesting Funds: \_\_\_\_\_  
(Faculty Members are limited to one grant per semester.)

Name of Faculty/Staff Member Responsible: \_\_\_\_\_

Contact Phone #1: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Check payable to Individual name/organization: _____ Address: _____ Phone: _____ Email: _____
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Please describe the program, event, or special materials that these funds will support: (attach any documentation if available including purchase orders and descriptions)

Please provide an estimated cost breakdown of the funds requested:

How many campus/community participants do you reasonably anticipate?  
[if applicable]

List any other sources of funding for this project:

What do you hope will be the educational impact as the result of this event/purchase on our campus community?

## WORLD CULTURES PROGRAM EVENT REPORT

PLEASE COMPLETE AND RETURN TO THE WORLD CULTURES OFFICE IN A-2 WITHIN 3 WEEKS OF THE COMPLETION OF YOUR EVENT

Event Date: \_\_\_\_\_

Event Title/Type: \_\_\_\_\_

Sponsor/Contact Name: \_\_\_\_\_

1. Estimate the number of people in attendance:
2. Did the event meet your expectations? Describe.
3. Did this program have a target audience? If so, describe. What was the audience's response to this event?
4. What do you believe will be the overall long range impact of this event on the general college audience?
5. How did the World Cultures Program help to facilitate your event?
6. Is there anything that you, or the World Cultures Program, could have done to have made this event more successful?
7. Based upon your recent experience, would you consider applying for World Cultures grant funding in the future?