



Collis Governing Board

Funding Proposal

•Due at 12 p.m. every Friday. Decisions will be made by the following Thursday.

•Partially completely proposals will NOT be accepted.

General Event Information

- 1** A – Activity Title: _____
B – Proposed Dates and Times: _____ Has space been reserved? _____
C – Expected Attendance: _____

Sponsor Information

- 2** A – Sponsoring Group/Office/Individual: _____
B – Co-Sponsors: _____
C – Event Contact(s): _____
D – Phone: _____ Hinman Box: _____

Specific Event Information

-Note: Your proposal must include responses to all of the following items.

- 3** A – Brief Description of activity.
B – How does this activity support the funding philosophy?
C – Describe your publicity plan.

Budget

- 4** A – You are required to submit an itemized budget explaining the total cost of this event.
Budget expenses must conform to the guidelines listed on the back of this form.
When developing your budget, consider: food/beverages, entertainment, tech needs, decorations, advertising, safety and security, prizes, etc.
B – Total Cost: _____
C – Amount Requested: _____
D – List funding from other sources (including pending funding)
E – Will admission be charged? Yes (Amount): _____ No _____

Signatures:

A – Organization Officer: _____ Date: _____

B – Advisor: _____ Date: _____

The Collis Governing Board Event Funding Proposal

Introduction:

The Collis Governing Board has a limited amount of funding available to student organizations and administrative departments that present programming in the Collis Center. This form must be completed and submitted to the Collis Center and Student Activities Office by noon each Friday. Requests will be reviewed and an answer will be provided by the Thursday following the date of submission. Please provide as much detail as possible and type or legibly print in ink.

Funding Philosophy:

- All proposals must support the Collis Governing Board's mission and/or the Collis Center's mission.
- The mission of the Collis Governing Board is to promote a vibrant student center and foster community at Dartmouth. We achieve our mission by facilitating communication, providing services, and sponsoring programming within Collis.
- The Collis Center provides a community center for Dartmouth College, particularly the undergraduate student body. Of particular importance to the Collis Center is providing programs and services that both unify the campus and celebrate the diversity represented on campus.

Specific Funding Criteria:

1. All proposed events must be held in the Collis Center or on the patio/porch.
2. The Collis Governing Board must be listed as a co-sponsor (failure to do so will result in a lack of funding).
3. Funding may not be applied for retroactively.
4. A sample of all advertising must be provided with the proposal.
5. Funding is for events only, not general organizational expenses.
6. Funding is not provided for events that are for charitable purposes.
7. All "Tier" rules defined below must be followed.

Tier 1 (any event under 1K, excluding cookouts and events where food is the focus):

- Open to all. Please remember the event is funded by undergraduate student activity fees.

Tier 2 (any event 1k-3k, including cookouts and events where food is the focus):

- Funding proposals are due a minimum of two weeks prior to the event date.
- Dartmouth Undergraduate ID is required for admission to event. It is the responsibility of the host organization to check IDs.
- Community members may not be admitted to event until fifteen minutes prior to event start time.
- Community members are required to pay the Dartmouth undergraduate student price for admission plus any per person food cost.
- The fifteen minute rule does not apply to cookouts.
- If the host organization wishes to give free admission to community members, the cost of this admission (per person food cost plus Dartmouth undergraduate student price) must be paid by the host organization out of their discretionary money.

Tier 3 (any event over 3k):

- Funding proposals are due a minimum of four weeks prior to event date.
- Tickets must be made available to Dartmouth undergraduate students by presale before tickets can go on sale to community members.
- Different pricing is required for Dartmouth undergraduates and the community (anyone who is not a Dartmouth undergraduate student):
Dartmouth undergraduates = Dartmouth undergraduate student price
Community members = Dartmouth undergraduate student price plus per person full food cost.
- If the host organization wishes to give free admission to community members, the cost of this admission (Dartmouth undergraduate student price plus per person full food cost) must be paid by the host organization out of their discretionary money.