

Carl A. Fields Center for Equality and Cultural Understanding Funding Policy

The Carl A. Fields Center provides financial assistance to recognized Princeton University student organizations, both undergraduate and graduate. Priority is given to programs and events hosted in the Carl A. Fields Center, Fields Center affiliated groups whose programs relate well to the center's mission and vision. Students can apply for funding from the Fields Center through **SAFE**.

Please prepare the following before filling out the application:

1. Group name & Chartstring
2. Contact or liaison: This person may be the President of the group or can be a Core member who is organizing the event. This person **must** be reliable.
3. Event Date, Time, and Location: Note all events funded by the Carl A. Fields Center are expected to occur in the space.
5. Event description: The event description must include the group's mission statement as well as an explanation of how this event relates to the vision of the Carl A. Fields Center. This must be explicitly stated. You may reference our vision, mission, and pillars on our website.
6. Budget: Students must include an itemized budget as an attachment on SAFE. An excel document and word document with examples below.
7. List funding from other sources (**both** applied for & received).
8. Provide the amount of money that already exists in the organization's account.
9. Expected attendance
10. Any other information you believe might be relevant to our decision

Procedure:

- Students must submit SAFE Applications by Sunday 11:59 pm.
- Students will then sign up for a time slot to meet with Program Coordinator Melissa Melendez. Appointment slots will be available Wednesday's using WASS Calendar/ Google Calendar. Appointment should be made by Monday at 11:59pm.
- Students should expect funding decisions the same day as their appointment unless otherwise stated.

- For room reservations in CAF students will submit a reservation request via 25Live and will complete work orders 10 days in advance. For more questions on reserving the space please contact Melissa Melendez. For questions regarding facilities set-up and clean-up contact Ed Dixon.
- For contracts, purchases, receipts, reimbursements please contact ODUS

Requirements for Funding:

- Requests for funding must be submitted 2 weeks prior to the event. We do not provide retroactive funding for events that already occurred. Nor do we provide funding for events not planned enough time in advance. If you are submitting a request exactly 2 weeks before event, a draft of your flyer is *strongly encouraged* so your organization may begin advertising immediately.
- You may request funding for small and large scale events in addition to events that are private and public. Due to limited funding please seek cosponsors.
- You may also request funding for off campus trips to conferences. Please submit these requests at least 2 (or 3) months before the date to ensure registration and allow adequate time to organize transportation, lodging etc.
- If you receive funding from the Carl A. Fields Center, please use our full name and logo on all advertisements. The variations of the logo will be shared with you following funding acceptance.

Post Event:

- Students must complete a [post event form](#) no later than 1 week after the event.
- Failure to complete post event forms could result in financial sanctions.

If there are any other questions, please contact Melissa Melendez.
mmelendez@princeton.edu.

Example Event Proposal:

(These are the questions asked on SAFE applications. No need to type out questions on a separate document. We just ask for a separate document with your budget breakdown and fliers if required).

Title: Food Club Event

Activity Type: Undergraduate Group Event on Campus

Group: Food Club

Duration: 11/10/16

Local Address: Student Organization

Group I.D.: 123456789

Submit Date: 10/23/2016 *(two weeks before the event is 10/27 so submissions must be placed the Sunday before to ensure an appointment Wednesday 10/26. We strongly encourage students to submit applications)*

Email: FoodClub@Princeton.edu

Additional Student Contacts: (These should be the main contact for the event; should also be the people scheduling/attending the funding appointment if possible.)

Melissa Melendez, 2020, mmelendez@princeton.edu

Tennille Haynes, 2020, thaynes@princeton.edu

Current Group Balance: \$750.00

Group Contribution Amount: \$250.00

Expected Attendees: 50

Outside Income:

Department of American Studies- \$200 requested; received

USG Projects Board- \$600 requested;

Your Anticipated Expenses:

(CAF prefers an attached word document or excel sheet with an itemized breakdown of the budget. It is easier for both parties)

Documents: (May include draft of flyer, and documents with budget. Draft of flyer strongly encouraged if applying for money 2 weeks in advance so students may begin advertising immediately.)

1	Item	Amount	Individual Cost	Total Cost	From	Running Total	\$1,145.47
2	Food Catering	50 ppl	\$10.00	\$500.00	El Valle- Rice, Beans, Chicken, Salad		
3	Posters	150	\$1.50	\$224.00	Allegra Princeton		
4	Room Reservations set-up/clean up	\$300		\$300.00	Called Princeton Facilities		
5	Utensils (Clear, 300)	1	\$9.95	\$9.95	Amazon		
6	Small Plates (Clear, 100)	2	\$20.53	\$41.06	Amazon		
7	Cups (Clear, 200)	1	\$25.46	\$25.46	Amazon		
8	Drinks	8	\$5.00	\$45.00	Amazon (sprite, coke, water)		

Activity Type Questions:

Alternative Contact Name: Valencia Constant, 2020

Alternative Contact Email: vconstant@princeton.edu

Event Time: 7:00pm-9:00pm

Event Location: Carl A. Fields Center 101, 105, 106

Location Reserved: Yes.

Expected Attendees: 50

Event Description:

(Here you will write the purpose of the event, why it is important to the mission of your group, potential collaborators and how it is relevant to the Carl A. Fields Center)

The food club will be holding its annual breaking bread celebration with the core of 3 cultural groups. The Food Club’s mission is to use food as a tool for learning. We invited the core of the Caribbean Student Union, Taiwanese American Student Association and Black Student Union to join us. The purpose of the event is to meet the leaders of these groups and provide an opportunity for the groups to share their favorite recipes and stories behind them. This event offers students the space to educate others on a significant part of their cultural identity.

The Carl A. Fields Center has a pillar dedicated to engagement. We recognize not all engagement has to be so formal. Our event provides a natural, low risk engagement with groups of people who may not have learned about each other’s cultures otherwise. By inviting only the core members of the groups we also provide an opportunity where students get to know each other’s leadership intimately. We hope this will foster future collaboration as well as future delicious meals due to the exchange of recipes!