

International Student Groups Funding Application

PURPOSE

MSU encourages international student organizations to share their culture as a way to contribute to the internationalization of MSU and the community of Greater Lansing.

To support international student programming on campus, international student groups can apply to the Office for International Students and Scholars (OISS) for funding to support their programs. International Studies and Programs (ISP) budgets these funds annually and OISS administers them.

ELIGIBILITY AND GUIDELINES

Eligibility requirements:

- Request must come from a group of international students at MSU, either a registered student organization or a group of students.
- Requests will be accepted on a rolling basis until annual funds are depleted. The deadline for an application is four weeks prior to the date of your proposed program.

Programs and projects should meet one or more of the following criteria:

- Provide opportunities to share educational and cultural programs with others at MSU and/or in the community.
- Create opportunities for cross cultural contact between U.S. and international students. Please be sure to demonstrate these in your application.

APPLICATION INSTRUCTIONS

1. Provide a brief description of the program or project. (Include title, budget, etc.)
2. What is the purpose of the program or project?
3. How does this program contribute to the internationalization of MSU?
4. Are there other collaborators in this program? If so, list them and the kinds of educational, cultural or financial support they are providing.
5. How much money are you requesting?
6. How do you intend to evaluate the success of the program?

You must submit a complete application four weeks prior to the event.

Your application must be typed or clearly printed on this application form.

If funding is received, the person who signs the application needs to complete the End of the Program Evaluation.

If the event is cancelled OISS cannot provide any funding. The group must pay back any funding that has already been spent through this fund.

FUNDING LIMITATIONS

The maximum amount requested per project or event may not exceed \$500.00.

OISS monies may not be used for any of the following:

1. To maintain an office (e.g. telephones, office machinery, office supplies, etc.)
2. To purchase alcoholic beverages
3. To sponsor partisan political events or fundraisers
4. To pay off financial loans or existing debts

FUND DISBURSEMENT PROCEDURE

Two acceptable methods:

1. Reimbursement: Keep all receipts and bills and turn them in to OISS (Nancy Rademacher, rademac2@msu.edu)
2. Direct billing (for on campus vendors only): Contact OISS (Nancy Rademacher, rademac2@msu.edu) for Direct billing account number to be provider to on campus vendor.

END OF PROGRAM EVALUATION REPORT

The person signing the application form should provide a one-page evaluation/ end or program report to OISS. Please include the following information in your evaluation/report.

1. Were the goals of the event achieved?
2. How many people participated or attended?
3. What was the impact on the MSU campus and community?

Please send complete applications to Nicole Namy at OISS, Room 103 International Center, MSU. If you have further questions, please contact Nicole Namy at (517)353-1720 or namynico@msu.edu.

FUNDING APPLICATION FORMS

*** Please read the instruction packet before filing out this application.**

Name of Group:

Address:

Telephone:

Contact Person:

MSU PID:

(LAST NAME, First Name)

MSU E-mail:

I, the undersigned, affirm the following:

1. That the information submitted in this application and in any supporting documents is true, correct, and complete.
2. That I have read and I understand the attached guidelines and instructions.
3. That withholding or falsification of information for the purpose of receiving a OISS funds allocation may result in the future ineligibility of my group for funding.
4. That I am authorized by my group to act as signatory on this document.
5. That in case of event cancellation, my group will be responsible for all the charges incurred for the registration and relative expenses.

Signature of President or authorized member

Date

Note: Please attach the program title, description, budget etc., with this form. Incomplete applications will not be accepted and considered for the funding.

PROGRAM DESCRIPTION PAGE:

Calendar of Events Post

If granted funding, OISS will post information about your proposed event or program on the online Calendar of Events (www.oiss.msu.edu/calendar.php). Please fill out the information sheet below.

Title of Event:

Date:

Start Time:

End Time:

Short Description of Event (100 words or less):

Location:

Price (Please indicate if free):

Contact Name:

Contact Phone:

Contact Email:

Event Web Address: