



COLUMBIA | RELIGIOUS LIFE

Religious Life Fund Application and Guidelines 2019-2020

The Earl Hall Center for Religious Life supports programs sponsored by recognized student groups at Columbia University/Barnard College to collaborate on projects that promote **philanthropy, intercultural engagement, and multi-faith interaction** across the University.

Eligibility

- Eligible programs bring together at least two recognized student groups from Columbia/Barnard.
- The program must take place on campus during the semester; programs during study days/finals will not be considered.
- The ideal program will further relationships between cultures, faiths, and identities.
 - Previous programs include a dinner between cultural groups featuring each groups' cuisine; a concert performed by different religiously affiliated a cappella groups on campus; and a "speed-faithing" event for students of different faiths to learn about other religious traditions.
- Applications do not guarantee funding. We try to support as many programs as possible, but not every application is successful. In planning your event, please be aware of alternate funding sources if your application is not approved.

Application process

- Applications must be submitted at least 10 days before the date of the event.
- One or more representatives from **each** of the collaborating groups must meet with a member of the Religious Life staff to discuss the proposal and each group's role in producing the event. The meeting with all representatives is **mandatory**.
- Once student group leaders have met with Religious Life staff and submitted the final application, the application will be reviewed by a committee of staff and student peers. The student groups will be informed of the decision about funding after the committee reviews the application.

Requirements of Accepted Applicants

- Admit at least two representatives on behalf of Columbia Religious Life who will be given free admission to the event to participate and observe.
- Include the logo for Columbia Religious Life on all advertising materials for your event. Prior to the event, submit electronic copies of an invitation and flier (with the logo) to religiouslife@columbia.edu.
- **Within one week** of your event, a member from each group must submit a reflection of the event. Photographs are encouraged!

- Final reimbursement is not allocated until our office receives your event invitation, advertisement, and reflections.

Funding

- All funds are reimbursements into recognized student group accounts through a chartstring. Individuals are not reimbursed and funds are not provided prior to an event.
- Please write “Religious Life” on top of all your payment requests and receipts.
- Reimbursable receipts; check requests; and/or vouchers must ***detail*** your expenses. Please provide an itemized receipt.
- Proof of purchase request from advisors in Student Life must be submitted, i.e. FTF forms.
- Expenses are reimbursed when receipts, invoices, and FTF forms are provided to Religious Life.
- All materials must be submitted within one month of the date of the program. If materials are not submitted within one month, the award will be rescinded.

Please complete the following application (Steps 1-3) and submit to Columbia Religious Life by submitting electronically to religiouslife@columbia.edu or in person to Room 203 in Earl Hall. All sections must be completed before your application is reviewed.

Step 1: General Information

If you have more than three groups collaborating on this project, attach an additional sheet and provide the same information requested below including ChartStrings and signatures. Signatures from Advisors in Student Life are **mandatory**.

| Program Information | |
|---------------------|--|
| Project Title | |
| Date | |
| Time | |
| Location | |

| Group Contact Information | |
|---------------------------|--|
| Group Name | |
| Group's Email | |
| Contact's Name | |
| Contact's Signature | |
| Contact's Email | |
| Advisor's Name | |
| Advisor's Signature | |
| Advisor's Email | |
| Chartstring | |

| Group Contact Information | |
|---------------------------|--|
| Group Name | |
| Group's Email | |
| Contact's Name | |
| Contact's Signature | |
| Contact's Email | |
| Advisor's Name | |
| Advisor's Signature | |
| Advisor's Email | |
| Chartstring | |

| Group Contact Information | |
|---------------------------|--|
| Group Name | |
| Group's Email | |
| Contact's Name | |
| Contact's Signature | |
| Contact's Email | |

| | |
|---------------------|--|
| Advisor's Name | |
| Advisor's Signature | |
| Advisor's Email | |
| Chartstring | |

Step 2: Detailed Project Description

Please provide a description of the program and how it relates to intercultural, interfaith and/or philanthropy initiatives. Please also include details on how each collaborating group is expected to be involved in the project, including all administrative offices, and outside funding sources. Project descriptions are usually 1-2 pages in length, double-spaced. (Please attach additional pages as necessary.)

Step 3: Estimated Budget

A. Expenses

| Description (i.e. food, advertising, room rental, honorarium, etc.) | Amount | Actual or Estimate |
|--|---------------|---------------------------|
| e.g. XYZ Expense | \$50 | Actual |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | |

B. Other Sources of Funding

| Description of Funding Source (i.e. fundraising, co-sponsorships, administrative office, or outside sources) | Amount |
|---|---------------|
| e.g. XYZ Fund | \$100 |
| | |
| | |
| | |
| | |
| TOTAL | |

Total Requested

| | |
|---|--|
| Total Expenses (A) | |
| Total Other Sources of Funding (B) | |
| Total Expenses - Total Other Sources of Funding (A) - (B) | |
| Total Requested from Religious Life | |