

## Funding Allocation Guidelines

Health Services at Columbia (HSC) makes available \$6000 per year to assist with the funding of events and activities, with individual groups able to request between \$250-1000 per event. Groups may only receive funding for one event per academic year. For funding requests under \$250, groups may contact individual departments within HSC, but may only receive funding from one of those departments per event. Funding is available to registered student organizations from Columbia University and affiliates who are required or eligible to pay the Health Services Fee. Individuals and groups seeking funding from HSC should complete and submit the Funding Allocation Application by the below dates.

### **DEADLINES**

October 28	Application due for Fall funding allocations
November 11	Decision made for Fall funding allocations
February 1	Application due for Spring funding allocations
February 15	Decision made for Spring funding allocations

Funding may be requested for events (including logistics, speaker fees, accommodations, and materials) and/or travel (including registration, travel, and lodging) that meet the following criteria:

- Event meets or exceeds all University event guidelines
- Activity is relevant to one or more department within HSC and is in line with HSC mission statement (see [www.health.columbia.edu](http://www.health.columbia.edu) for more information about HSC)
- Events addressing health information are based on sound science
- Event does not promote alcohol or other drug use or unsafe/unhealthy activities
- Events and activities that promote critical thinking, consciousness-raising, healthful and thoughtful decision-making about health-related and life issues, and/or risk reduction are encouraged
- Funding will not be provided for the purchase of alcohol, cash prizes, off-campus advertising, salaries, and capital expenses
- Event is accessible to participants with disabilities

If alcohol will be available at events the following criteria must be met:

- Alcohol will not be the focus of the event
- More than snack food must be available free of charge
- Alcohol may not be advertised in event advertising
- Attractive non-alcoholic beverages must be available in sufficient quantities
- Distribution of alcohol must meet all university guidelines
- Information about the responsible use of alcohol must be placed by the bar
- The organization must have designees who do not drink during the entire event and will manage alcohol distribution and any related behavior at the event

### **Additional Information**

HSC will make a reasonable effort to have at least one staff member attend events and activities it sponsors. In-kind donations of promotional materials will be determined on a departmental basis. For more information or questions about the Guidelines, please contact [t1p2104@columbia.edu](mailto:t1p2104@columbia.edu).

## Funding Allocation Application

Name of Event: \_\_\_\_\_

Proposed Date, Time, & Location of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

Student Organization Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Organization Account Number: \_\_\_\_\_

Account Administrator Name & Email: \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_

Amount requested from HSC: \_\_\_\_\_

Will alcohol be available at this event? (circle one) Yes No

Event Co-Sponsors: \_\_\_\_\_

### On a separate sheet, please respond to the following:

1. Provide a description of the event, including its purpose and goals.
2. Describe how this event will help to advance the health of students at CU.
3. Submit a full budget breakdown that includes all expenditures and the amount of money requested/received from other sponsors.
4. Describe how the funds being requested from HSC will be used.
5. If alcohol will be available at the event, describe how your organization will meet the criteria for alcohol distribution at HSC-sponsored events and how you will ensure responsible use of alcohol at the event.
6. Describe how your event will be accessible to participants with disabilities (ex. wheelchair accessible location, print materials available in large print, interpreters, etc.) Please note that all marketing materials for your event must include the following statement: Students needing disability accommodations in order to attend/participate in this event must contact the Office of Disability Services at 212 854 2388 or [disability@columbia.edu](mailto:disability@columbia.edu).

**Submit this form and additional information to Tracy Parker at [t1p2104@columbia.edu](mailto:t1p2104@columbia.edu) or via fax at 212 854 3314. If you have any questions, please call 212 854 9008.**