

McSpadden Public Issues Forum Funding (MPIF)

Funding for Dartmouth student initiated and organized public affairs programs. Administered by Rocky Student and Public Programs.

Application Guidelines

Applications can also be found at <http://rockefeller.dartmouth.edu/students>

1. McSpadden funding is available for recognized Dartmouth College undergraduate student organization-sponsored events and activities with a clear public affairs component.
2. Funding is limited to specific public issues programs, events, and activities and not for general organizational use, entertainment, or gifts, etc.
3. Funds are available to offset public program expenses, including honoraria, travel, advertising, printing, and receptions.
4. Approval is contingent upon applicant speaking with the College Events Office (ext. 2923) and confirming that the proposed program does not directly conflict with other events. MPIF supports only one event on any given day or time slot and does not support programs scheduled concurrently with Center programs.
5. Proposals for public issues programs should be submitted to **The Rockefeller Center**, Attn: Sadhana Hall, Associate Director, and can be sent via Blitz or mail to HB 6082. Applications should be submitted at least **two weeks prior to the scheduled event**. Please attach a 1-2 page narrative of proposal idea, goals, audience, etc.
6. Proposals are typically reviewed by the Associate Director. Applicants will be notified if there are any questions regarding their proposal. You may request a meeting with the Associate Director if you would like to present your proposal in person. The Associate Director will notify applicants of the decision via Blitzmail.
7. A **Program Summary** is required for funds to be released to organizations approved for funding. Immediately following the applicant's program, the report should be completed and directed to the Associate Director who will make the transfer of funds once a summary report is received.
8. Acknowledgment of "Rockefeller/McSpadden Public Issues Forum" is required on all forms of promotion and advertising (e.g., posters, articles, news releases, handouts, etc.) as well as in the introduction of the program or speaker. Failure to do so may jeopardize release of funds.

Please blitz **Sadhana Hall** with any questions.

OFFICE USE ONLY:

Application rcvd: Accepted/Declined: Initials: \$ Amount:
Grant Email: Email accepting conditions rcvd: Event date on calendar: 2wks out on calendar:
Account #: JMX request: JMX confirmed: Email to event coordinators:
Report gentle reminder: Report & Photos received: Notes:

Funding (MPIF) Application
McSpadden Public Issues Forum Funding (MPIF)

Funding for Dartmouth student-initiated and organized public affairs programs.
MPIF is administered by Rockefeller Public Issues Forum.

Sponsoring organization:

Program title and/or speaker name and title:

Date(s)/ Times(s)/ Location(s):

Program description. *Please explain the public affairs component and include the proposed schedule.*

What other campus events are occurring the same day at or around the time of your event?
In order to ascertain this, confer with the College Events Office, ext. 2923. PLEASE NOTE that MPIF will not consider proposals that directly conflict with Rockefeller Center programs.

Advertisement Plan:

Primary Contact Person

Alternate Contact Person

Name: _____

Name: _____

HB: _____

HB: _____

Phone: _____

Phone: _____

Itemized budget indicating fixed (F) or flexible (X) costs:

Honoraria:

Supplies:

Photocopying:

Travel:

Lodging/Food:

Reception:

Advertising:

Poster:

Phone Charges:

Security:

FO&M:

Other (describe):

CTS:

Total Cost: _____ **Total Request** (up to 50% of total) _____

Other sources and amounts of funding: *Include secured and requested sources*

Account Number: *Pending Approval*

Submitted by

Print Name

Title

Date

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Program Summary

*Submit to Sadhana Hall, Associate Director, via Blitz or HB 6082,
after the program concludes.*

Please use a separate sheet of paper to fully elaborate.

*Please also submit digital photos (as an email attachment) of your event with students
participating 300 dpi.*

Please address the following:

- 1. Sponsoring organization; name and contact info for designate or chairperson; date, time, venue, attendance (quantity and origin – who came?)**
- 2. List co-sponsors by name.**
- 3. Program title/name of speaker, and brief bio or background on issue.**
- 4. Describe program, summarize points addressed, discuss audience participation/reaction, and include any feedback from observers.**
- 5. Highlight the program's impact on the learning environment of Dartmouth College – why was this program worthwhile?**
- 6. Describe advertising measures and outreach undertaken.**
- 7. Evaluate the program: was it successful? Could it have been more so? Discuss hurdles, challenges, and lessons learned; this should cover both logistical and substantive aspects of the program.**
- 8. Final budget summary, include account numbers for pay out.**
- 9. Additional thoughts, comments and notes.**