

**OFFICE USE ONLY:**

**Organization:** ..... **Contact:** .....  
Application revd: ..... Accepted/Declined: ..... Initials: ..... \$ Amount: .....  
Grant Email: ..... Email accepting conditions revd: ..... Event date on calendar: ..... 2wks out on calendar: .....  
Chart string #: ..... Transfer request: ..... Transfer confirmed: ..... Email to event coordinators: .....  
Report gentle reminder: ..... Report & Photos received: ..... Notes: .....

## The Nelson A. Rockefeller Center McSpadden Public Issues Forum Funding (MPIF)

**Funding for Dartmouth student initiated and organized public affairs programs.  
Administered by the Nelson A. Rockefeller Center Student and Public Programs.**

### Application Guidelines

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

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: Sarah Morgan, Administrative Assistant for Student Programs, 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. (see format below).
6. Proposals are typically reviewed by the Assistant Director. Applicants will be notified if there are any questions regarding their proposal. You may request a meeting with the Assistant Director if you would like to present your proposal in person. The Administrative Assistant for Student Programs will notify applicants of the decision via Blitzmail.
7. A **Program Summary** and **digital photos** with students participating in the event (minimum 300 dpi) are 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 Administrative Assistant for Student Programs who will make the transfer of funds once a summary report is received.
8. Acknowledgment of "The Nelson A. Rockefeller Center/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 **Sarah I. Morgan** with any questions.

**Funding (MPIF) Application**  
**The Nelson A. Rockefeller Center**  
**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**

# The Nelson A. Rockefeller Center McSpadden Public Issues Forum Funding (MPIF)

## *Program Summary*

*Submit to Sarah Morgan, Administrative Assistant for Student Programs,  
via Blitz or to her attention at The Rockefeller Center, HB 6082,  
no later than 2 weeks after the program concludes.  
Call 603-646-1464 if you have any questions.*

*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 with a minimum of 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.**