



## SPRING SEMESTER 2017

The Kraft Family Fund for Intercultural and Interfaith Awareness administered by the Office of the University Chaplain (OUC) encourages recognized student groups at Columbia University\* and Barnard College to collaborate on projects that promote intercultural, interfaith, and ecumenical awareness and understanding across the University. The Kraft Family Fund seeks to encourage recognized student group collaboration in order to generate events and programs that foster a cross-cultural and/or multi-faith exchange.

### **Who is eligible to apply for a Kraft Family Fund grant?**

- Eligible projects bring together at least **two** recognized student groups from Columbia/Barnard who are in partnership and collaboration. The groups are often cultural or religious groups, though this is not required.
- The program should explore unique relationships between a combination of culture, faith, and identity. The program should advance intercultural, interfaith, and/or ecumenical understanding on campus.
- The portion of the program to which funding will apply must occur on campus.
- All program events are open to all students and members of the Columbia University community.
- All events receiving OUC funding must be alcohol free.
- All applications must be submitted at least ten-business days prior to the event.
- Priority will be given to new initiatives; annual, reoccurring, or previously funded events will only be considered in rare circumstances.
- Generally, the OUC is best able to support programs that occur between Monday-Friday, with few exceptions. If the date proposed for an event is changed after an application is approved for a grant, the event may no longer be able to be supported.
- The Kraft Family Fund for Intercultural and Interfaith Awareness does not support fundraising initiatives and/or benefit events.
- In order to be inclusive and assure that all Kraft events are open for all students to attend, events that occur on major religious holidays will not be considered since large numbers of Columbia communities will be unable to attend.

### **What is the application process?**

- **One representative from each of the collaborating groups must meet with Office of University Chaplain staff for a joint meeting, at least 48-hours prior to submission, to discuss the proposal and each group's role in producing the event. Please email Alex Serna-Wallender, [as5303@columbia.edu](mailto:as5303@columbia.edu), to schedule this meeting.**
- The application is due by February 2<sup>nd</sup>, 2017**; completed applications are to be submitted to Room 203 in Earl Hall or applications can be submitted electronically to Alex Serna-Wallender, [as5303@columbia.edu](mailto:as5303@columbia.edu).
- Once student group leaders have met with OUC staff and submitted the final application, the application will be complete and reviewed by a committee of OUC staff and student peers.
- Only completed applications will be considered; no program will be funded retroactively.
- Note: Application submission does not guarantee fund approval or space usage in Earl Hall or St. Paul's Chapel.*

Questions? Contact the Office of the University Chaplain through Alex Serna-Wallender, the Earl Hall Religious Life Fellow, At [as5303@columbia.edu](mailto:as5303@columbia.edu) or Contact 212-854-5714

\*University affiliates --Teacher's College, Union Theological Seminary and Jewish Theological Seminary-- are not eligible

### **Examples of previously funded innovative group collaborations:**

- Several different faith-based groups hosted a food exchange where students from 25+ cultures around the world shared a special dish and discussed food and culture.
- The Sikh and Hindu student groups collaborated to host a workshop on identity formation and tolerance.
- The Episcopalian and Conservative Jewish communities visited one another's services and hosted a lunch on the similarities and differences of their traditions.
- Several groups sponsored a conversation on "Sabbath" and how it is observed among different traditions.

### **Those applicants whose proposals have been accepted are required to:**

- Admit at least one representative from the OUC who will be given free admission to the event. When possible, the representative will speak briefly to introduce the event.
- Include the logos for the Office of the University Chaplain and the Kraft Family Fund on all advertising materials for your event. Prior to the event, submit electronic copies of an invitation and flier to the Office of the University Chaplain at [as5303@columbia.edu](mailto:as5303@columbia.edu). Provide hard copies to Room 203 in Earl Hall.
- Within one week** of the completion of your event, a member from each group must submit an evaluation of the event. This evaluation should describe the event. The evaluation should also examine several aspects of the event, such as a certain issue that was of particular personal interest, audience feedback, logistics, follow-up plans, or the lessons imparted by the overall presentation. Photographs are particularly helpful in addition to your reflection.

If you have further questions, please contact **212.854.5714** or [as5303@columbia.edu](mailto:as5303@columbia.edu)

### **How funding works:**

- All funds are reimbursements into recognized student group accounts. Individuals are not reimbursed and funds are not provided prior to an event.
  - Recognized/preferred university vendors can be paid with a voucher. Please contact [as5303@columbia.edu](mailto:as5303@columbia.edu), the Earl Hall Religious Life Fellow in room 203 of Earl Hall, to obtain a voucher.
  - Honorariums can be paid for guest speakers by using an I-9 Form.
  - If you are using a University service (e.g., A/V, Columbia Catering and Printing Services) and require a ChartString for payment, please contact Chris Conlan, the OUC Department Administrator, at [cbc2153@columbia.edu](mailto:cbc2153@columbia.edu) or 212-854-8421 in Room 202 of Earl Hall.
  - All other expenses are reimbursed when receipts and invoices are provided to the OUC and reimbursement money is transferred into a group's account by use of the group's ChartString.
- Please write "**OUC Kraft Family Fund**" on top of all your payment requests.

Reimbursable receipts; check requests; and/or vouchers must detail your expenses. Final reimbursement is not allocated until our office receives your event invitation, advertisement, and evaluations.

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Please complete the following application (Steps 1-3) and submit to the Office of the University Chaplain in 203 Earl Hall or submit electronically to Alex Serna-Wallender, [as5303@columbia.edu](mailto:as5303@columbia.edu).

**STEP 1: GENERAL INFORMATION**

Please print. All sections must be complete before your application will be reviewed.

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.

Project Information			
Project Title			
Proposed Project Date, Time, Location	<b>Preferred Date:</b>	<b>Preferred Time:</b>	<b>Preferred Location:</b>
Provide a secondary option if first choice is changed	<i>Optional:</i> <b>Secondary Date:</b>	<b>Secondary Time:</b>	<b>Secondary Location:</b>
<i>NOTE: approved programs that change their date beyond these two options may forfeit their Kraft grant</i>			
Short Description of Project			
Group Contact Information			
Group			
Governing Body (SGB, SGA, ABC, etc.)			
Group's Email			
Contact's Name		Signature	
Contact's Email		Contact's Phone	
Advisor's Name		Signature	
Advisor's Email		Advisor's Phone	
ChartString	<i>A ChartString must be provided by the advisor for efficient transfer of funds.</i>		
Group Contact Information			
Group			
Governing Body (SGB, SGA, ABC, etc.)			
Group's Email			
Contact's Name		Signature	
Contact's Email		Contact's Phone	
Advisor's Name		Signature	
Advisor's Email		Advisor's Phone	
ChartString	<i>A ChartString must be provided by the advisor for efficient transfer of funds.</i>		

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<b>Group Contact Information</b>			
Group			
Governing Body (SGB, SGA, ABC, etc.)			
Group's Email			
Contact's Name		Signature	
Contact's Email		Contact's Phone	
Advisor's Name		Signature	
Advisor's Email		Advisor's Phone	
ChartString	<i>A ChartString must be provided by the advisor for efficient transfer of funds.</i>		

## **STEP 2: DETAILED PROJECT DESCRIPTION**

Please provide a full description of the project's goals and how it relates to the objectives of the Kraft Family Fund for Intercultural & Interfaith Awareness, as well as details on how each collaborating group is expected to be involved in the project, include all administrative offices, and outside funding sources. Remember, the primary mission of the Kraft Family Fund is to foster intercultural and multi-faith exchange, increasing understanding on campus. Project descriptions are usually 1-2 pages in length. *(Please attach additional pages as necessary.)*

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### STEP 3: ESTIMATED BUDGET

#### REVENUE

Description of Funding Source <i>(e.g. fundraising, co-sponsorships, administrative offices, or outside sources)</i>	Amount	Status	Contact (Name, Phone, Email)
e.g. XYZ Fund	\$100 (example)	R	Jon Doe, x3-7000, jd2000@columbia.edu
1.	\$		
2.	\$		
3.	\$		
4.	\$		
5.	\$		
<b>Total Revenue:</b>	\$		

**Use key to describe status:**

**Allocated = (A)** (Funds already committed)

**Projected = (P)** (Funds already committed; not yet received)

**Requested = (R)** (Funds requested; not confirmed)

#### EXPENSES

Description <i>(Please specify sources for estimates, e.g. advertising, room rental, travel, etc.)</i>	Amount	Actual or Estimate	
e.g. XYZ expense	\$ 50 (example)	<input checked="" type="checkbox"/> Actual	<input type="checkbox"/> Estimate
1.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
2.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
3.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
4.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
5.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
6.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
7.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
8.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
9.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
10.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
<b>Total Expenses:</b>	\$		
<b>Total Expenses (-) Total Revenue:</b>	\$		
<b>TOTAL REQUESTED from the Kraft Family Fund for Intercultural &amp; Interfaith Awareness</b>	\$		

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