Stern Center
global@dickinson.edu
717-245-1341

The Global Study & Engagement Fund

Application form

The Center for Global Study and Engagement (CGSE) provides small grants in order to support student-led initiatives, events, projects or fundraisers that are aimed at **globally-focused educational objectives** in the support of **international** and **intercultural understanding**.

Applications may be submitted by **organizations** and/or **clubs** from Dickinson College, but also from independent **student groups** within the Dickinson College student body. The proposals may differ in time and setup; they may be for an event, an initiative that aims for long-term impact, or a fundraiser that has special requirements.

During Academic Year 2013-14 proposals are particularly welcome if they:

- Demonstrate layers of the local, national, and international level
- Include recommended readings
- Link the themes of sustainability and globalization
- Address an aspect of a major global issue (e.g. war/peace, environment, poverty/hunger, human migration)

Grant amounts issued range from $100 up to **$1,000** per organization and per fiscal year (July 1 to June 30). Applications are accepted on a rolling basis but must be submitted at least six weeks prior to the event or project start date. Within 10 working days the requesting organization/club/group will receive a response of "accepted," "additional documentation needed," or "denied." The grant award may be less than the amount requested if the application fails to justify full funding. Funds will be disbursed with 10 working days of approval.

In order to apply, the applicant organization/club/group must identify an enrolled Dickinson student as a primary contact who will be responsible for all aspects of the grant award. The application must describe the project in detail and explain how the project improves international and/or intercultural understanding. An estimated budget must be included. Additional documentation, such as reports of past successful events, letters of support from faculty and staff members may be included to support the application.

The application can be completed and submitted electronically to: global@dickinson.edu. Include Global Study & Engagement Fund in the subject line.

After acceptance the designated primary contact will be asked to sign the application (where requested) in person. Upon conclusion of the initiative, event, or project, a Final Report must be submitted.

If you have questions, please do not hesitate to contact the Center for Global Study and Engagement.

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Contact Information

ORGANIZATION'S NAME	
BRIEF DESCRIPTION OF ORGANIZATION	
PRIMARY CONTACT'S NAME	
PHONE NUMBER	
EMAIL ADDRESS	
HUB BOX #	

Project Information

PROJECT NAME		
DATE(S) OF PROJECT		
TOTAL AMOUNT OF CGSE FUNDING	$	

Certification (to be signed after acceptance by CGSE)

I confirm that the information given on this grant application is true, correct, and complete in every respect, and I agree to abide by the established grant terms and conditions.

Signature

Date

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Terms and Conditions

General requirements:

- Projects, events, initiatives and fundraisers must display a visible theme of international study, engagement and/or intercultural understanding.
- Projects, events, initiatives and fundraisers must be open to all members of the Dickinson College community.
- Projects, events, initiatives and fundraisers must be in accordance with Dickinson College Community Standards and adhere to the terms and conditions outlined in this application. Violations could lead to consequences for the organization, club or individuals of an independent group beyond the scope of the project. Misconduct will be addressed through procedures established by the Community Standards.

Funds:

- Funds are only available for organizations, clubs and individual groups who consist of students of Dickinson College.
- Funding is only available once per fiscal year for an organization, club or group. In cases where funding is limited, the application process becomes more competitive.
- Funds must be used solely for the purpose for which they were requested. Funding shall not be used for personal gain, covering ongoing organizational expenses, or as supplemental funding of academic curricular activities such as field trips and alike. Funds cannot be carried over from one fiscal year into the next.
- In the case of fundraising the revenue generated by the grant cannot benefit your own organization but must (in total) go to another not-for-profit organization promoting international engagement or intercultural understanding.
- The Center for Global Study and Engagement reserves the right to request the return of parts or the total grant if funding was used inappropriately and not in accordance with the outline given here.

Budget:

- The estimated budget must be presented with best available knowledge, honesty, correctness and completeness at the time of submission.
- Necessary revisions to the budget between the time of submission of the application and the acceptance/decline of the application must be reported immediately to the Center for Global Study and Engagement.
- Awarded funds that were not used during the project must be transferred back to the Center for Global Study and Engagement.

Final Report:

- The Final Report must be submitted within 10 working days after the project has ended.
- The Final Report must contain all receipts to verify the use of the approved funding.
- The Final Report must include a one-page description (submitted electronically) of the project that may be used for internal and external publications (including the Dickinson College website).
- The Final Report must contain photos of the project that may be used for internal and external publication (including the Dickinson College website). A written acknowledgement permitting use of the photos must be included in the final report.
- Additional documentation, such as presentation materials, videos and participant feedback is encouraged.

Ending remarks:

- The organization, club, or group must acknowledge the support received from Dickinson College and the Center for Global Study and Engagement in any publications or materials related to the project.
- Dickinson College and/or the Center for Global Study and Engagement shall not be liable for any incidental, indirect, special or consequential damages that arise out of or in any way relate to the funded initiative.

Certification (to be signed after acceptance by CGSE)

I confirm that I have read the information given above, that I and my organization/club/other members of my group will adhere to the terms and conditions outlined above; I am fully aware that violations of these terms and conditions may result in consequences for me and my organization/club/group members beyond the scope of the project.

_____ _____

Signature Date

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Proposal 1/2

Please provide a brief description of your project/initiative/event or fundraiser. Please also include how you plan to use the money received from the Center for Global Study and Engagement as well as the location and people involved. Use the 5 W's as a guideline (**Who, What, Where, When, Why**) as to

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Proposal 2/2

Please indicate how your event/project/initiative/fundraiser will reflect and promote international engagement and intercultural understanding for the Dickinson community (500 words or less):

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Estimated Budget

Please include all projected expenses and contributions to the project, including any other outside funding either received or for which you have applied. Enter one expense per line.

Example *chart to include for funding requested:*

ITEM / SERVICE	*QUANTITY*	*SOURCE OF FUNDING*	*SUBTOTAL: ESTIMATED EXPENSES FOR THIS*	
Catering for reception	*1*	*Global Study & Engagement Grant*	*$*	*300*
Ribbons to sell at event	*100*	*Organization's own funding*	*$*	*100*
Violinist	*1*	*Student Senate Funding*	*$*	*200*

Estimated Budget

ITEM	**QUANTITY**	**SOURCE OF FUNDING**		**SUBTOTAL: ESTIMATED EXPENSE FOR THIS ITEM**
			$	
			$	
			$	
			$	
			$	
			$	
			$	
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			$	
			$	
			$	
			$	
			$	
			$	
		TOTAL:	$	