

**Diversity Advocacy
Dean of Students Office**

MECCPAC

MULTI-ETHNIC CULTURAL AND CO-CURRICULAR PROGRAMMING ADVISORY COMMITTEE
A Dean of Students Office Diversity Initiative

Application to Request Programming Funds

Diversity Advocacy
Dean of Students Office
Illinois State University
206 Braden, Bone Student Center
Campus Box 5800
438-8968
www.deanofstudents.ilstu.edu

MECCPAC MISSION
Multi-Ethnic Cultural and Co-Curricular Programming Advisory Committee
A Dean of Students Office Diversity Initiative

MECCPAC is committed to supporting and co-sponsoring cultural programs that serve the Illinois State University community. Programs co-sponsored by MECCPAC are designed to serve all students, faculty and staff interested in cultural programming efforts and must serve an educational purpose. MECCPAC's mission is to provide funding to a wide range of programs that appeal to Illinois State University's underrepresented student, faculty, and staff community while serving as an educational resource to all community members. It is expected that co-sponsored programs will specifically aim to educate about diversity and the following underrepresented communities: African American, Asian Pacific American, Latino, Gay, Lesbian, Bi-Sexual, and Transgender (GLBT), Native American, people with disabilities and Women. Through participation, planning, and delivery, these programming efforts are intended to foster the educational, social, and personal development of the Illinois State University community.

Funding for MECCPAC is provided by the Dean of Students Office and coordinated by Diversity Advocacy, a unit of the Dean of Students Office. We encourage student organizations, academic departments, and others to pursue shared financial responsibility with MECCPAC in order to combine resources available for programming efforts.

Priority funding will be made for programs that support the University's Core Value of Diversity according to Educating Illinois

Funding Guidelines:

- Complete and submit an application and budget form online to cdplatt@ilstu.edu
- Complete the budget form indicating the total expenses for the event and funding sources.
 - The budget form is a separate Excel document
 - MECCPAC provides funds up to \$2000.
 - Funds requested cannot exceed half of the total cost of the event.
- Organizations and departments may apply no more than **3 times** in an academic year.
- You must demonstrate the educational, cultural and diversity components of your program.
- Programs must be held on campus and open to the campus community. Alcohol may not be available at the event.
- Provide a copy of all publicity and written materials (programs, itineraries) for your program with the application.
- MECCPAC (Multi-Ethnic & Cultural Co-Curricular Programming Advisory Committee) must be indicated as a sponsor on all publicity and other written materials. Guidelines for promoting will be provided.
- Applications must be received at least **1 month** before the event is scheduled to occur. (This is to ensure that there is an adequate amount of time for any final planning and advertisement that may need to be done for the program.)

PLEASE INCLUDE THE FOLLOWING:

- An updated application
- A proposed program agenda
- A sample advertisement; program book; information to be distributed at the event
- A complete budget form, including what you are requesting from MECCPAC and any other sources which you are requesting funds from or have already received

MECCPAC Co-Sponsorship Timeline/Checklist

5 Weeks Prior to the Program

- Complete an application online
- Email completed application and budget form to Dr. Christa Platt at cdplatt@ilstu.edu
- Please Include
 - A completed application (includes an application & budget form)
 - A proposed program agenda
 - A marketing plan and a publicity sample
 - A complete budget form, including other sources which you are requesting funds from or have already received

4 Weeks Prior to the Program

- Present your program proposal to the MECCPAC Chair
- Distribute final advertising
 - Publicity **MUST** include the following:
 - Accommodations Statement (see below)
 - Be printed on recycled paper and include the recycle symbol
 - Co-Sponsored by MECCPAC- A Dean of Students Office Diversity Initiative
 - Accommodations Statement:

“If you need a special accommodation to fully participate in this program/event, please contact (name, host department) at (phone number/voice). Please allow sufficient time to arrange the accommodation.”

10 Days or less after the event occurs (if funding is approved)

- Forward a completed Post Program Summary to Dr. Christa Platt at cdplatt@ilstu.edu
- Forward bills for funds that have been granted to:

MECCPAC
Diversity Advocacy
Attention: Dr. Christa Platt
Campus Box 5800
206 Bone Student Center
Normal, Illinois 61790-5800

MECCPAC Co-Sponsorship Application

Date Application Submitted:

Name of Party (Individual, Organization, Department) Submitting Application:

Contact Information of Party Submitting Application (Phone, Address, & E-mail):

Name of Program/Speaker:

Proposed Location:

Proposed Date:

Proposed Time:

Target Audience:

Admission Charge:

Total Cost of Program:

Total Amount of Other Co-Sponsorship funds:

Total Funds Being Requested from MECCPAC:

Attach a separate page stating:

1. Your reasons for planning this program (including learning outcomes/program goals and measures of success);
2. How your program supports MECCPAC's mission statement (including what component(s) of diversity you are addressing e.g. gender, race, nationality, sexual orientation, ability);
3. How money requested from MECCPAC will be used (including a narrative explaining your overall budget and what other funding sources you have acquired).
4. A description of your marketing plan (including student organizations and departments you plan to target and why).

Complete budget worksheet document found on the MECCPAC website.

MECCPAC Co-Sponsorship Agreement

If you have an Illinois State University account, please provide your:

Account Name & Number:

Fiscal Agent, Department Name & Contact Information Phone/Address/Email:

- ALL BILLS MUST BE **ADDRESSED TO THE PARTY REQUESTING THE MONEY OR TO THE SPONSORING ORGANIZATION.**

ONCE THE BILL HAS BEEN RECEIVED PLEASE FORWARD IT TO:

MECCPAC
Diversity Advocacy
Attention: Dr. Christa Platt
Campus Box 5800
Normal, Illinois 61790-5800

- ALL BILLS FOR FUNDS THAT HAVE BEEN GRANTED MUST BE RECEIVED NO LATER THAN **10 BUSINESS DAYS** AFTER THE EVENT HAS TAKEN PLACE.

MECCPAC is a student fee funded organization and as such must follow all guidelines set forth by Illinois State University. The terms listed in this application must be agreed to before signing below and accepting funds if granted.

- We understand, in the case of admission charges, MECCPAC will receive a percentage of income equal to its support of the program.
- We agree that MECCPAC must be identified as a co-sponsor of the program being supported in all advertising efforts. Follow the guidelines for identifying MECCPAC as a co-sponsor:
 - **MECCPAC – A Dean of Students Diversity Initiative**
- We understand that co-sponsorship funds do not entitle the applicant to any special room rates.
- We understand that a MECCPAC program summary must be completed and submitted to the chair before any funds will be released for payment. Failure to submit a completed program evaluation may jeopardize future funding.
- The event must be open and advertised to all students, faculty and staff at Illinois State University.
- Final applications to be reviewed by the committee must be received **1 month** before the event is scheduled to occur.
- **Email your completed application to Diversity Advocacy at DiversityAdvocacy@IllinoisState.edu**

REQUIRED SIGNATURES & CONTACT INFORMATION (electronic/scanned applications accepted)

Party Requesting Funding

Signature

Date of Submission

Fiscal Agent/Advisor

Signature

Phone/Campus Address/Email

Date Received: _____

Approved: _____

For Office Use Only

Denied: _____

Presentation Date: _____

MECCPAC Post-Program Summary

Please complete the [MECCPAC Post-Program Summary](#) online within 10 days after the program. MECCPAC funds will not be released for payments until Post-Program Summary is completed.

If you have questions or difficulties with the link contact DiversityAdvocacy@IllinoisState.edu.

Thank you